

**DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA - THURSDAY, DECEMBER 8, 2016
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
4:00 PM**

NEW BUSINESS

1. Presentation of Juvenile Court's Request for Additional Funding for Increased Attorney Fees - Judge Alison Toller
2. Presentation of Request for Additional Funding for Juvenile Court for Hall County Invoice - Budget Manager Natalie Johnson
3. Presentation of Request for Approval of 2017 Family Connection Fiscal Agent - Dawson County Family Connection Director Nancy Stites
4. Re-Presentation of Updated Purchasing Policy (*tabled from the November 17, 2016 Voting Session*) - Purchasing Director Davida Simpson
5. Presentation of 2017 Legacy Link Amendment #1 - Senior Services Director Dawn Pruett
6. Presentation of 2016 Capital Improvement Element (CIE) Update - Planning and Development Director Jason Streetman
7. Presentation of Request for Internal Legal Counsel - County Manager David Headley
8. Presentation of Request to Surplus Sheriff Carlisle's Badge and Firearm - Chairman Mike Berg
9. Presentation of Board Appointment: (*tabled from the November 17, 2016 Voting Session*)
 - a. **Dawson County Industrial Building Authority Board**
 - i. Mike Ball- *replacing Tom Alexander* (Term: November 2016 through December 2018)
10. County Manager Report
11. County Attorney Report

EXECUTIVE SESSION

Backup material for agenda item:

1. Presentation of Juvenile Court's Request for Additional Funding for Increased Attorney Fees - Judge Alison Toller



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Juvenile Court

Work Session: 11/22/2016

Prepared By: Natalie Johnson

Voting Session: 12/1/2016

Presenter: Judge Alison Toller

Public Hearing: Yes No

Agenda Item Title: Request for Additional Funding for Increased Attorney Fees

Background Information:

This is the third request for additional funds to pay for attorneys for indigent parents and attorneys for children. The County has always paid attorneys for parents who could not afford to hire their own attorney. Indigent Defense uses the same screening process for parents in dependency cases and individuals charged with crimes. In January of 2014, a law established requiring all cases to have an appointed Guardian ad Litem and required the appointment of an attorney for every child. Since 2014, there has been a steady increase of the number of dependency cases opened in Dawson County.

All funds from both Indigent Defense – Child & Parent have been expensed to pay attorney invoices. In addition, funds have been moved from Technical – Court Reporter to cover current attorney invoices that needed to be paid prior to this request. At this time there are no additional funds within Juvenile Court’s budget that can be moved to cover attorney fees through the end of 2016. To date, there has been \$33,148 spent for child attorneys (compared to \$27,464 in 2015) and \$18,083 spent for parent attorneys (compared to \$12,785 in 2015). This increase is due to the increase in termination of parental rights cases as well as appeals. In addition, an invoice from a court reporter has not yet been submitted and additional \$400 in court reporter expenses is expected by the end of 2016.

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

Fund	Dept.	Acct No.	Budget	Balance	Remaining	Requested
100	2600	521201	\$32,651	\$33,148	\$0	\$10,000
100	2600	521202	\$17,994	\$18,083	\$0	\$5,000
100	2600	521303	\$4,301	\$3,646	\$0	\$1,200

Recommendation/Motion: Move to increase the Juvenile Court budget for Indigent Defense – Child by \$10,000, Indigent Defense – Parent by \$5,000 and Technical – Court Reporter by \$1,200

Department Head Authorization: Vickie Neikirk

Date: 11/17/2016

Finance Dept. Authorization: Natalie Johnson

Date: 11/17/2016

County Manager Authorization: david headley

Date: 12/02/16

County Attorney Authorization:

Date:

Comments/Attachments:

Recommend moving \$12,274 from Contingency - 3 (would leave \$0 balance) & \$3,926 from the Group Insurance contingency account (would leave \$46,074 balance)

Backup material for agenda item:

2. Presentation of Request for Additional Funding for Juvenile Court for Hall County
Invoice - Budget Manager Natalie Johnson



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Juvenile Court

Work Session: 11/22/2016

Prepared By: Natalie Johnson

Voting Session: 12/1/2016

Presenter: Natalie Johnson

Public Hearing: Yes No

Agenda Item Title: Request for Additional Funding for 4th Quarter Invoice from Hall County

Background Information:

Dawson County pays a portion of the salaries and benefits for both Judge Burton and Judge Toller to Hall County. Hall County invoices Dawson County each quarter based on payroll reports generated from their payroll system.

Current Information:

On August 1, 2016 the Finance Department received an invoice from Hall County dated July 14, 2016 for reimbursement for the judges' salaries and benefits for October – December 2015. Hall County Financial Services was contacted regarding the invoice and they stated they were behind on invoicing but verified the invoice was valid. Invoices received after the standard accrual date of February 28, 2016 could no longer be paid out of the 2015 budget, therefore this invoice had to be paid out of the 2016 budget. The matter has been discussed with the new Finance Director in Hall County and he has assured us that they are now current on their billing and will continue to bill us within 30 days of the end of the quarter. In addition, Dawson County's Finance staff will verify that all 4th quarter invoices are received and paid prior to the February 28th deadline.

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

Fund	Dept.	Acct No.	Budget	Balance	Remaining	Requested
100	2600	571000	\$65,062	\$63,073	\$1,989	\$18,000

Recommendation/Motion: Move to increase the Juvenile Court budget for Intergovt – Hall County by \$18,000

Department Head Authorization: Vickie Neikirk

Date: 11/17/2016

Finance Dept. Authorization: Natalie Johnson

Date: 11/17/2016

County Manager Authorization: david headley

Date: 12/02/16

County Attorney Authorization:

Date:

Comments/Attachments:

Recommend moving \$18,000 from the Group Insurance contingency account (would leave a balance of \$28,074)



HALL COUNTY BOARD OF COMMISSIONERS
FINANCIAL SERVICES DEPARTMENT



July 14, 2016

Invoice # 221603A

Dawson County Board of Commissioners
 Attn: Vickie Neikirk
 Accounting & Budget Manager
 25 Justice Way, Suite 2214
 Dawsonville, GA 30534

Re: Juvenile Court Judge of the Northeastern Judicial Circuit

To reimburse Hall County for Dawson County's portion of Juvenile Court Judges' Salary & Fringe Benefits for **October - December 2015**.

<u>Alison Toller</u>		<u>Lindsay Burton</u>	
Salary	\$ 42,575.05	Salary	\$ 42,575.05
FICA/Medicare	\$ 602.45	FICA/Medicare	\$ 656.09
Health	\$ 3,297.84	Health	\$ 1,702.62
Life	\$ 153.00	Life	\$ 96.45
Retirement	\$ 909.65	Retirement	\$ 909.65
Total	\$ 47,537.99	Total	\$ 45,939.86

Total \$ 93,477.85

Dawson County portion
 Total reimbursement request \$ 15,582.76

Please send payment to the below address

157-3740

** per phone conversation with Ker,
 Invoicing was behind & invoice
 is valid/correct*

WJ 8/1/16

APPROVED FOR PAYMENT

Pmt. Approval *Vickie Neikirk* 8/1/16
 Date _____ P.O. # _____
 Goods/Materials Rec'd _____
 Acct. Coding 100-00-2600-571000-000

A/P Use Only:
 Vendor # 10724 Voucher # 101147
 Entered by KS Date 8-1

William Tanner
 William Tanner, Interim County Manager

Backup material for agenda item:

3. Presentation of Request for Approval of 2017 Family Connection Fiscal Agent - Dawson County Family Connection Director Nancy Stites



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Family Connection

Work Session: 12/8/16

Prepared By: Clark MacAllister, Board Chair

Voting Session: 12/15/16

Presenter: Nancy Stites

Public Hearing: Yes No

Agenda Item Title: Family Connection Fiscal Agent Request

Background Information:

Dawson County Family Connection's mission is to provide leadership through collaboration with all segments of the community for the well-being of families and children. Having another entity serve as their fiscal agent makes it possible to accept state and federal funds that are reimbursable contracts that support a Coordinator and the work of the collaborative. Dawson County Family Connection was created in 1991 and became a non-profit in 1998. Dawson County Government has served as their fiscal agent since July 1, 1999.

Current Information:

Contract funding received and managed by the fiscal agent has allowed programs to be envisioned at the Family Connection table and come to fruition such as Mentoring, School-based Health Clinics, Stewards of Children, Underage drinking prevention campaign and many other projects and activities with a focus on school success and strengthening families and children.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
207						

Recommendation/Motion: Approval for Dawson County to be the fiscal agent for Family Connection for FY 2017

Department Head Authorization: Clark MacAllister

Date: 11/21/2016

Finance Dept. Authorization: Vickie Neikirk

Date: 11/29/2016

County Manager Authorization: david headley

Date: 12/02/16

County Attorney Authorization:

Date:

Family Connection is requesting Dawson County Government contract for all fiscal activities relative to the operation of Dawson County Community Partnership, Inc./Family Connection for 2017. Request approval/authorization for application submittal and the Chairman's signature upon acceptance of additional grant award contracts and donations received throughout 2017 as approved by the Family Connection board. If matching funds are required, a separate request will be brought before Dawson County Government for approval.

Attached is 1) Memorandum of Understanding, 2) Family Connection 2017 Budget, 3) Fiscal Agent Agreement

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is hereby entered into this _____ day of _____, 2016 by and between Dawson County Community Partnership, Inc./Family Connection, hereinafter referenced as “Agency”, and the Board of Commissioners of Dawson County, hereinafter referenced as “Dawson County”.

1. Fiscal Agent/Financial Accounting.

Dawson County shall act as fiscal agent and provide financial accounting support to the Agency for programs supported by donations to the Agency and by the grants received by the Agency referenced in “Exhibit A”, which is attached hereto and incorporated herein by reference. The grants referenced in Exhibit A may be amended during the term of this Memorandum of Understanding upon approval by Dawson County.

2. Agency Services.

The Agency shall furnish the following services, data and information to the Dawson County:

1) act as the liaison between the Agency and all vested community organizations, and 2) to provide appropriate administrative duties including, but not limited to, program development and contract deliverables implementation, resource development, coordinating public information, and 3) provide all grant applications, agreements or contracts and corresponding data required by the fiscal agent to fulfill the grant requirements and

3. Term.

The parties hereto agree that the term of this Memorandum of Understanding shall be as follows: January 1, 2017 – December 31, 2017.

4. Records.

Dawson County shall maintain such records and accounts regarding property, personnel and financial records deemed necessary by the Agency and any grant or contract funding source to assure a proper accounting for all project funds for both federal and non-federal shares. Any such records shall be made available for audit purposes to the Agency, the grant or contract funding source, or the Controller General of the United States or any authorized representative and shall be retained for three years after the expiration of this Memorandum of Understanding unless permission to destroy such records is granted by both the Agency and the grant or contract funding source.

5. Mutual Cooperation.

Dawson County agrees to assist the Agency in complying with all of the conditions governing grants or contracts under current laws and regulations.

APPROVED, this _____ day of _____, 2016.

ATTEST:

DAWSON COUNTY
BOARD OF COMISSIONERS

Danielle Yarbrough, Clerk
Dawson County Commissioners

By: _____
Mike Berg, Chairman

ATTEST:

DAWSON COUNTY COMMUNITY
PARTNERSHIP, INC.

Nancy Stites
Title: Coordinator, Family Connection

Clark MacAllister
Title: Chairman, Family Connection Board

Exhibit A

Department of Human Services

- Grant for approximately \$47,000 July 1, 2016 - June 30, 2017 with no match requirement
- Grant for approximately \$47,000 July 1, 2017 – June 30, 2018 with no match requirement

Department of Behavioral Health & Developmental Disabilities – Office of Behavioral Health Prevention

- Grant for approximately \$147,793 October 1, 2016 – September 30, 2017 with no match requirement
- Grant for approximately \$147,793 October 1, 2017– September 30, 2018 with no match requirement

Family Connection Budget - 2017

Expense Type	Total	DHS Family Connection	Office Prevention Services	County Supplement	Fund-raising	400 North Board of Realtors	United Way	Northside Hospital	Misc. Donations
General Operating									
Board Ins/Contents/	2,250	1,500	750						
Tax Preparation	750	375	375						
Audit	1,315	650	665						
Subscriptions/dues/fees*	365	365							
Postage	1,570	50	1,520						
Supplies	5,181	404	4,777						
Printing	7,510	0	7,510						
Training & Conferences	1,700	100	1,600						
Meeting Expense	800	800							
Advertising - billboard, ads	29,880		29,880						
sub total	51,321	4,244	47,077	0	0	0	0	0	0
Telecommunications									
Telephone & internet charges	1,500	800	700						
includes Doodle & Constant Contact									
Travel	8,600	2,200	6,400						
Per Diem Fee & Contracts									
FC Coordinator- salary 11/15	47,476	30,042	16,280				1,154		
Fringe	14,642	9,714	4,840				88		
FC Admin Assistant-salary \$14.00/hr	20,384			20,384					
fringe	1,559			1,559					
OPS Project Coord.-salary 9/15	37,800		37,800						
Fringe	3,004		3,004						
OPS Evaluator	13,500		13,500						
Website maintenance	702		702						
Social media	990		990						
Positive Social Norm Consultant	1,500		1,500						
Marketing Design	15,000		15,000						
Copier lease	100			100					
sub total	156,657	39,756	93,616	22,043	0	0	1,242	0	0
<i>Total</i>	218,078	47,000	147,793	22,043	0	0	1,242	0	0
Initiatives & Special Projects		0							
School Youth health services	17,000						2,000	15,000	
CAPA	500				500				
Stewards of Children	500						500		
School supplies donation	500								500
Support for homeless students	2,000						2,000		
Early Learning Strategy	5,000				1,000	2,000	2,000		
Family Connection Operating Exp	4,500				2,000		2,500		
	0								
Total	30,000	0	0	0	3,500	2,000	9,000	15,000	500
TOTAL	248,078	12 47,000	147,793	22,043	3,500	2,000	9,000	15,000	500

Fiscal Agent Designation and Acceptance Agreement

COUNTY: DAWSON

The Commissioner of Roads and Revenue - Dawson County agrees to serve
legal name of agency or board

as the Fiscal Agent for the Dawson County Community Partnership, Inc.
name of Georgia Family Connection collaborative

for the period of July 1, 2017 through June 30, 2018.

The Fiscal Agent certifies they 1) understand this is a 12 month commitment, 2) understand expenses are reimbursable on a quarterly basis, 3) agree to receive all financial correspondence and payments relating to the funds, and make all records available for any required financial audit, 4) have appropriate accounting and financial systems to document costs incurred and claims made and 5) agree the local Family Connection collaborative board is the body responsible for all decisions associated with budgeting of these funds, but will ensure such decisions shall be in compliance with the Fiscal Agent's own policies and procedures.

Mail signed agreement with signed IRS W-9 form to: FY 2018 Fiscal Agent Information
Georgia Family Connection Partnership
235 Peachtree Street
Suite 1600
Atlanta, GA 30303-1422
Deadline: February 15, 2017

Family Connection Collaborative Chairperson:

(Signature in ink)

Clark MacAllister
(Print Name in Block Letters)

Date: _____

~~~~~  
**Family Connection Coordinator:**

\_\_\_\_\_  
(Signature in ink)

Nancy F. Stites  
(Print Name in Block Letters)

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

**Fiscal Agent:**

Fiscal Agent's fiscal year end date  
(month and day): \_\_\_\_\_

\_\_\_\_\_  
(Signature of agency representative legally  
responsible to enter into contract.  
Signature in ink)

Mike Berg  
(Print Name in Block Letters)

Title: Chair, Board of Commissioners  
(Print Title in Block Letters)

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

**Backup material for agenda item:**

4. Re-Presentation of Updated Purchasing Policy (*tabled from the November 17, 2016 Voting Session*) - Purchasing Director Davida Simpson



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Purchasing

Work Session: 11/10/2016

Prepared By: Purchasing Director Davida Simpson

Voting Session: 11/17/2016

Presenter: Purchasing Director Davida Simpson

Public Hearing: Yes  No

Agenda Item Title: Presentation of Updated Purchasing Policy

### Background Information:

The current bid ordinance and purchasing policy, adopted August 2007, revised the original Enabling Legislation (1995), language with regards to purchasing procedures. The policies failed to outline daily practices and procedures and were too restrictive for today's practices.

### Current Information

Purchasing has been updating its policies and procedures since 2014 to reflect current practices and departmental needs. Purchasing met with administration and senior staff to make sure that the policy meets their needs while still protecting the county and ensuring an open and competitive environment. All parties feel this policy meets both requirements and is in the best interest of the County. The proposed changes will enable staff to better obtain the best value for each tax dollar spent while still maintaining a public and ethical process. Because this policy would repeal the current Board approved ordinance and policy, two advertised (2) public hearings are required.

Budget Information: Applicable:  Not Applicable:

Budgeted Yes  No

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

Recommendation/Motion: Staff respectfully requests the Board to approve the proposed Purchasing Policy and move to hold two (2) public hearings and advertise accordingly.

Department Head Authorization: *Nickie Ninkub*

Date: 11/4/16

Finance Dept. Authorization: *Dan Hurdley*

Date: 11/07/16

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

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

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

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

### Comments/Attachments:

Attachments: Enabling Legislation of 1995 as it relates to purchasing, Bid Ordinance and Purchasing Policy adopted in 2007 and the proposed Purchasing Policy.

## 1. PURPOSE

This policy is adopted to guide the County in obtaining high quality goods and services at the best possible cost, in conducting all procurement procedures in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, in providing access to the County's public business for all qualified vendors, and in promoting efficient procurement practices among all County departments.

Rules governing contract awards shall be made clear in advance of the competition, specifications shall reflect the procurement needs of the County rather than being drawn to favor a particular vendor, and the County and the vendor shall freely exchange information concerning what is sought to be procured and what is offered. In addition, surplus property is to be disposed of on a competitive basis whenever practicable.

This policy establishes means for purchasing materials, supplies, equipment and services by the County. Unless specifically exempted in the resolution as issued by the Dawson County Board of Commissioners these procedures are applicable to all departments and agencies of County Government funded in whole or in part by the County and for which obligations are paid through the Dawson County Finance Department.

## 2. POLICY INTENT

This policy is intended to provide the policies and procedures necessary for the conduct of purchasing activities for Dawson County. This policy is designed to:

- Encourage maximum competition through fair and equal opportunity to those qualified and interested bidders.
- Provide a uniform policy for the procurement of material, equipment, supplies, and services.
- Ensure that the taxpayers are getting the “best overall value” for their dollars.
- Apply to all County Departments under the budgetary authority of the Board of Commissioners.

## 3. DELEGATION OF AUTHORITY

The Dawson County Board of Commissioners delegates the procurement responsibility to the County Manager subject to the limitations and terms included in this policy. In all cases, reference to an official in this policy shall be deemed to include designees of the official. The Purchasing Director, under the supervision and direction of the Chief Financial Officer, shall be responsible for the purchase of all goods and services for the County that fall outside the departmental limits stated in this document. Elected Officials are encouraged to abide by this policy but are not required to do so.

### Disclaimer of Responsibility

The County will not be responsible for a purchase made by any County employee, County Official, or an employee of any department utilizing public funds who fail to follow these purchasing policies and procedures.



It shall be considered a “breach of duty” on the part of any employee who procures goods or services not consistent with the purchasing policies and procedures contained herein. Any breaches shall be reported to the County Manager, Chief Financial Officer, or Elected Official, if applicable.

The Board of Commissioners may disclaim responsibility and liability for any expenditure or agreement for expenditure arising from a purchase of goods and or services made in its name, in the name of any governmental department under its fiscal authority, by an unauthorized person or any person acting outside these polices. The cost of any such disclaimed transaction will become the personal liability of the individual who acted improperly.

#### **4. ETHICS IN PUBLIC PURCHASING AND CONTRACTING**

It shall be unethical for any County employee involved in making procurement decisions to have personal investments in any business entity that will create a substantial conflict between their private interests and their public duties.

It shall be unethical for any person to offer, give, or agree to give any Dawson County employee, or for any Dawson County employee to solicit, demand, accept, or agree to accept from any vendor or business, a gift or gratuity in any amount in connection with any decision, approval, disapproval, or recommendation concerning a solicitation.

Inexpensive advertising items, bearing the name of a vendor, such as pens, pencils, paper weights, cups, candy, calendars, social courtesies such as infrequent meals or holiday gifts not to exceed \$100.00, etc., are not considered articles of value or gifts in relation to this policy.

Failure to comply with the provisions of this policy will result in disciplinary action.

Solicitation or acceptance of gifts from bidders, offerors, contractors or subcontractors is prohibited. No official or employee shall have a personal interest in a transaction or contract. The Purchasing Director at the direction of the CFO shall endeavor to provide appropriate information regarding these prohibitions to employees and affected volunteers.

No County official or employee shall accept vendor paid trips to vendor sites or other locations if the trip or any expenses associated with the trip are paid by anyone other than the employee or County without prior written approval of the County Manager.

Exception: The County understands that there may be instances where site visits are vital to a successful contract. All information must be included in bid pricing and therefore approved by the Board of Commissioners at time of award.

#### **5. DEFINITIONS**

The following words, terms and phrases, when used in this Policy, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Agenda Request Form* is a form designed by administration that allows for the presentation of all pertinent information to be garnered quickly, i.e. commodity, background, current information, budget, attachments, and presenter. This form must be used when submitting a request to the Board of Commissioners for approval.

*Approved vendor* means a person or entity that is deemed capable of providing products or services to the county, that has completed the necessary paperwork (e.g. W-9, E-Verify, and met the necessary Insurance Requirements) and has been approved by the Purchasing Department.

*Blanket order* means a purchase order(s) issued to an approved vendor which may be left open for a complete fiscal year. Blanket orders must be attached to an approved contract and funds must be encumbered. The goods or services specified might be ordered/released throughout the fiscal year as needed.

*Capital Asset* means any tangible asset (vehicles, equipment, furnishings, etc.) with a unit value of \$5,000.00 or more which has a life cycle of a minimum of one year or more.

*Competitive sealed solicitation* means the procurement method where a formal bid or proposal for materials, supplies or contractual services is submitted by a vendor in a sealed envelope that is to be opened publicly at a designated place, time, and date. Solicitations must be published in the legal organ. There are several types of solicitation methods.

*Consent Agenda* is defined as a single agenda item that encompasses all the things the Board would normally approve without the formal presentation. The Board may vote an item off the consent agenda and ask that it be formally presented. Departments are required to submit the agenda request form and all other pertinent information the Board may need to make an informed decision. This method of approval is acceptable for contracts under the \$25,000 threshold approved by the County Manager and for purchases made utilizing cooperative agreements. The intent of consent agenda items is to notify the Board of important matters approved by the County Manager that do not meet the threshold of Board approval.

*Emergency purchase* means a purchase made necessary by a situation which could not have been anticipated by the department or elected official, usually involving life threatening circumstances or risks of injury, or resulting in work stoppages or undue delay, or occurring during non-business hours when the ordinary purchase procedures cannot be followed.

*Equipment* means automotive equipment, machinery, or other items of a permanent or semi-permanent nature.

*Local vendor* means a business which has its principal office located in and having a street address within Dawson County for at least six months immediately prior to the issuance of the quote/bid/proposal. Refer to the Local Small Business Initiative included in this document for further requirements.

*Materials, supplies or contractual services* means all tangible equipment, commodities, repairs or nonprofessional services as are normally used or consumed during the current year, and for which a general appropriation has been made.

*Notice to Proceed* is a form issued by purchasing to report all documentation has been obtained and a department can proceed with the project. Examples of documentation are executed contracts, bonds, insurance, etc.

*Professional services* means such services including but not limited to medical, surveying, engineering, consulting, architectural, legal and audit services or other services performed by individuals whose profession may or may not be licensed by the state or federal government. These services are normally used during the current year and are covered by appropriations. Any service over the bid threshold must be approved by the Board of Commissioners.

*Purchasing Department* means the office designated and maintained by the Board of Commissioners that is assigned the general duties and responsibilities of supervising and administering the provisions of this Policy.

*Purchase Order*, or PO, is required for every purchase over the individual signing authority of the Department Head or Elected Official (see Chart 1) whether the commodity or service is under formal contract or not. This document is used for the purchase of goods and services that are itemized in the budget; can be single or recurring items and the PO will be audited by Finance back to the original approved request to assure accuracy in invoicing and payment control.

*Public Works Construction Projects* is defined as the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any public real property other than those projects covered by Chapter 4 of Title 32 (see Road Construction Projects). Such term does not include the routine operation, repair or maintenance of existing structures, buildings or real property. Exemptions are projects under \$100,000.00 or when inmate labor is used. See O.C.G.A. § 36-91-1.

*Quote Analysis Form* is a form designed by purchasing to identify the need, all pricing received, justification, accounting and approval by the requesting department. This form is needed prior to the issuance of a purchase order.

*Revenue Source* means the source for funds, i.e. donations, grants, budgeted funds, etc. The county does not differentiate between donations and budgeted funds for the purpose of this

policy. Grant agencies as well as state and federal funding sources may have an impact or additional rules and regulations that would apply to solicitation or procurement processes and methodology.

*Responsive Bidder* means a bid or proposal is considered RESPONSIVE when the proposer has the capability in all respects to perform in the full contract requirements as stated in the solicitation, and the integrity and reliability that will assure a good-faith performance

*Responsible Bidder* means a bid or proposal is considered RESPONSIBLE when the proposer has the capability in all respects to perform in the full contract requirements as stated in the solicitation, and the integrity and reliability that will assure a good-faith performance

*Road Construction Projects* means a local government contracts to construct, reconstruct or maintain a public road or bridge with a private contractor, an adjacent county, city, the state or federal government. It includes the purchase of materials, labor, professional services or other things incident to the work. Except where exempt, road construction contracts must be let by public, competitive sealed bid. The proposal method may not be used. Price is the driving factor in determining in road construction projects. Road Construction Projects are not subject to the Local Government Public Works Construction Laws except where specified. Road construction contracts are subject to the requirements of O.C.G.A. § 32-4-1.

*Sole source purchase* means a purchase of a product or service that has a distinctive/unique feature or characteristic that is not shared or provided by competing companies or districts within a company or where a particular brand name or product is required.

*Standardization* means an item or service that Dawson County chooses to make standard (e.g. purchase from a single vendor or a single brand) in order to bring uniformity and efficiency to certain items or services as it determines necessary. The County Manager and/or Purchasing Department have discretion when to use standardization.

*Solicitation Request Form* This form is generated either by the requesting department or the purchasing department. The form helps define deliverables and/or scope of work, identify potential issues, joint projects and/or other affected departments, and obtain approval from many in Finance, Department Head(s), Purchasing, and County Manager.

*Used equipment* is subject to budget appropriations and Board approval if over \$25,000.00, used equipment and personal property may be purchased without advertisement, provided that the department head and purchasing department have made a diligent search of the marketplace and provide documentation of such search. Documentation shall include information as to the cost of such equipment if purchased new, availability, warranty, life expectancy, proposed use, etc. Buying used equipment should be used as an exception and must have County Manager approval.

## 6. APPROVAL LIMITS

| Amount                                                                 | Action                                                    | Approving Authority                                                        |
|------------------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------|
| \$0.00 - \$4,999.99<br>\$0.00 - \$2,999.99                             | No action required. Quotes are strongly encouraged        | Department Heads/Elected Officials                                         |
| \$5,000.00 - \$9,999.99<br>\$3,000.00 - \$9,999.99                     | Three written quotes submitted on the Quote Analysis Form | Department Heads/Elected Officials and Purchasing Director                 |
| \$10,000.00 - \$24,999.99                                              | Three written quotes submitted on the Quote Analysis Form | Department Heads/Elected Officials, Purchasing Director and County Manager |
| \$25,000.00+                                                           | Formal Solicitation Process (IFB, RFP or RFQ)             | Board of Commissioners                                                     |
| \$25,000.00+? Specific Budget Approved Capital Expenditures            | Formal Solicitation Process (IFB, RFP or RFQ)             | County Manager<br>NEED DISCUSSION!                                         |
| \$25,000.00+\$75,000.00 Budget Approved Capital Expenditures<br>REMOVE | Formal Solicitation Process (IFB, RFP or RFQ)<br>REMOVE   | County Manager<br>REMOVE                                                   |

CHART 1 – SIGNING AUTHORITY

**Less than \$4,999.99/\$2,999.99:** Departments are not required to obtain three (3) quotes but are strongly encouraged to do so to ensure the best cost and quality for the County. Department Head approval is required for purchases under threshold.

**Between \$5,000.00/\$3,000.00 and \$9,999.99:** Informal written quotes from at least three (3) sources must be obtained. Faxed, emailed or website quotations are acceptable. Purchases must be supported by written quotations from vendors. Direct solicitation is allowed. Award of purchase requires the approval of the Department Head and Purchasing Director.

Verbal quotes are not accepted. Departments should avoid requesting quotes from vendors who have previously been non-responsive. If departments continue to return non-responsive quotes, Purchasing will be unable to issue a Purchase Order until three (3) valid, good-faith quotes are obtained. It is understood that some vendors will be non-responsive and departments should try to obtain as many quotes as possible and economical.

If a vendor is a sole source, meaning they are the only vendor who can provide the required goods and/or services, departments should give a detailed explanation and attach to the Quote Analysis Form. Examples of sole source justification are: continuation of previous services, maintenance agreement with vendor who provides software, or regional vendors of direct manufactures.

**Between \$10,000 and \$24,999.99:** Informal written bids from at least three (3) sources must be obtained. Faxed, emailed or website quotations are acceptable. Purchases must be supported by written quotations from vendors. Direct solicitation is allowed. Award of purchase requires the approval of the Department Head, Purchasing Director and the County Manager.

**Over \$25,000:** The formal sealed bid must be used and a solicitation must be publicly advertised in the legal organ at least fourteen (14) days prior to the date set for opening. Approval to release a formal solicitation must be approved by the County Manager. Some exceptions apply and are listed under “Exceptions” section within this document.

## **7. SOLICITATIONS**

The decision to release quotes, either formal or informal, or sealed solicitations is based on several factors which include but are not limited to: anticipated cost, department expectations, liability to the County and other factors in order to provide the best overall value for the County. These processes are used to obtain competitive pricing.

### **Preparing Specifications**

It is the responsibility of the department to determine and write bid specifications. The Purchasing Department may assist in developing specifications. If the Purchasing Department is involved in developing specifications, the needs of the end user should be the primary focus. Once specifications are written, the submitting department will complete the Solicitation Request Form and set up a meeting with Purchasing to review request. It is the responsibility of the Purchasing Department to determine method of purchase, to ensure that specifications are not so restrictive that only one bid can be obtained and that an adequate amount of competition is available. The delivery location must be specified in the original request.

### **Brand Name Specifications**

When references are made in solicitation documents to trade names or the brand names of manufactures, such references are made solely to designate and identify the quality of materials or equipment to be furnished and are not intended to restrict competitive bidding. If comparable materials or equipment with different trade names are offered, the bidder has the burden of proving equivalency. Product literature or catalogs may be submitted to support claim of equality. Several vendors may be able to provide the same manufacturer therefore competition is available.

### **Standardization**

Standardization is a method to achieve savings by purchasing a limited number of brands or products. Departments such as Fleet or public safety may use this option more frequently than others as a means to guarantee compatibility or proper maintenance and training. The use of the standardization clause is neither automatic nor frequent. The department must submit, in writing, why the standardization clause (brand names) should be used for each occurrence. This documentation will be provided with the formal request and kept for audit purposes. The County Manager and or Purchasing Department have discretion when to use standardization.

### **Sole Source**

Sole source procurements should be infrequently used in purchasing. There are justifiable times where a sole source is needed aside from standardization: non-competing districts of a company where Georgia is its own market, proprietary information, software and equipment, continuation of services, or the like. It is the responsibility of the requesting department to articulate the reasoning behind the sole source request. The Purchasing Department and/or County Manager may approve sole source procurement when there is a clear and compelling reason that sole source is justified.

**Professional Services** are infrequent and sometimes unique and may not be able to be formally solicited. State law reports formal bids are not required but the governing authority must approve the contract and award if over the threshold. It is the responsibility of the department to articulate why a bid is not in the best interest of the County. In the event professional services are needed but a bid is not requested, the discretion lies with the Purchasing Director and County Manager.

### **Less than \$25,000.00**

#### **Quotations**

Quotations are an informal process when compared to sealed solicitations. The type of quotation used depends on cost, department expectations, risk to the County and approval limits. Sealed responses are not required and quotes are not typically solicited via the legal organ. Purchasing, at their option, may release the Request for Quote using the County's website or other media outlets but is not required to do so.

With regards to purchase orders, quote pricing is good for 90 days. Departments may continue to order off the approved quotation for this period of time. Upon the 91<sup>st</sup> day, departments will need at least three (3) new quotations and request a new purchase order per policy.

Purchase Orders shall be issued prior to the purchase of goods and/or services over the individual signing authority of the Department Head.

#### **Request for Quotation by Departments (Internal Quote) \$1.00 to \$4,999.99/\$2,999.99**

An informal process for the quick purchase of low dollar items from \$1.00 to \$4,999.99/\$2,999.99 require written, verbal, phone, website or e-mail confirmation. \$4,999.99/\$2,999.99 is the standard approval limits for most departments. This policy typically takes one to three days and is designed for immediate purchases and requires Department Head approval.

#### **Request for Quotation by Departments (Internal Quote) \$5,000.00/\$3,000.00 to \$9,999.99**

For this price point, this is a more formal process than internal quotes but less formal than other options. This process is used for purchases of items from \$5,000.00/\$3,000.00 to \$9,999.99 require written quotes from vendor or from a website. This process typically takes one to three days and is designed for immediate purchases and requires Department Head and Purchasing



Director approval.

### **Request for Quotation (RFQ) \$10,000 to \$24,999.99**

Process may be either formal or informal process, but a short form is sent to vendors. Used for the purchase of dollar amounts between \$10,000 to \$24,999.99 well-defined goods or services. This policy typically takes one-two weeks. For purchases between **\$5,000.00/\$3,000.00** and \$9,999.00 policy requires the Department Head, Purchasing Director approval. For purchases between \$10,000 and \$24,999.99 policy requires the Department Head, Purchasing Director and County Manager approval.

### **Request for Quotations (RFQ) - Formal Request**

Formal Request for Quotations may be sent out via the Purchasing Department when it is necessary to add stipulations and/or contracts to goods or services under the bid threshold. Formal RFQs require the requesting departments, alongside Purchasing, to complete the Solicitation Request Form. This process typically takes up to two (2) to three (3) weeks to solicit, approve, award, and execute contracts.

### **Cooperative Agreements**

The use of State or other local contracts may be used when approved by the County Manager or Board of Commissioners based on cost or contract amount. A cooperative agreement must be in place in order to participate or “piggy-back” off of another contract solicited by another agency.

The Department of Administrative Services for the State of Georgia competitively bids certain commodities, supplies, and services on an annual basis. Copies of these contracts and revisions are maintained on-line at [www.doas.state.ga.us](http://www.doas.state.ga.us). For federal contracts visit [www.gsa.gov](http://www.gsa.gov) for a listing in the event of a federally declared disaster, technology as well as public safety equipment.

The state contract price may be used to establish the maximum price for a good or service.

These contracts are available to Dawson County for use but are not mandatory. Competitive bidding by Dawson County will not be required if these contracts are utilized. When cooperative agreements are used for source justification, there will be no requirement for Board of Commissioner approval, unless the dollar amount is meets the threshold for Board approval. See Chart 1.

If purchased off a cooperative agreement, and budget is already approved for the specific expenditure, is not required for the Board of Commissioners approval if under the bid threshold. **REPLACE WITH: If purchased off a cooperative agreement, and budget is already approved for the specific expenditure, the purchase will be presented to the Board via consent agenda.**

### **Procurement with Federal or Grant Funds**

When purchasing with federal or grant funds, other regulations may supersede local purchasing policies. It is the responsibility of the Purchasing Department to verify a vendor is not on the

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Purchasing Policy Update 10/31/2016 DQS

YELLOW Highlighted Changes 11/10/2016 DQS

BLUE Highlighted Changes 12/06/2016 DQS After Meeting with Commissioners Nix & Fausett



government's list of debarred contractors at <https://www.sam.gov> and documenting efforts in accordance with federal regulations.

| <b>Commodity</b>                                                                                | <b>Anticipated Cost</b>                | <b>Bid Type</b> |
|-------------------------------------------------------------------------------------------------|----------------------------------------|-----------------|
| Goods or Well Defined Services;<br>When price is priority                                       | \$5,000.00/\$3,000.00 -<br>\$25,000.00 | Quote           |
|                                                                                                 | \$25,000.00+                           | IFB             |
| Standard Services;<br>When technical requirements are the priority                              | \$5,000.00/\$3,000.00 -<br>\$25,000.00 | Quote           |
|                                                                                                 | \$25,000+                              | RFP             |
| Professional Services;<br>When technical requirements and/or<br>Qualifications are the priority | \$5,000.00/\$3,000.00 -<br>\$25,000.00 | Quote           |
|                                                                                                 | \$25,000.00+                           | RFP or RFQ      |

**CHART 2 – PURCHASING METHOD**

**More than \$25,000.00**

**Sealed Solicitations**

The release of sealed solicitations is a formal process to solicit responses from qualified vendors. Federal, State and local laws may and usually will apply based on project. There are three (3) types of sealed solicitations: Invitation for Bid (IFB), Request for Proposals (RFP) and Request for Qualifications (RFQ).

Departments should assist Purchasing with the background information for the solicitation. The Solicitation Request Form is required for all sealed solicitations and used to help define scope of work or deliverables, list the priorities (scoring) of the solicitation, decision if bonds are needed, and obtain approval from many in Finance, Department Head(s), Purchasing, County Manager and any other department that may be affected by the solicitation. Once the solicitation has been approved, Purchasing will release the sealed bid.

If the solicitation is of a complex nature, a pre-proposal meeting should be scheduled and detailed in the solicitation document. The meeting can be optional or mandatory.

**Invitation for Bid (IFB)**

A sealed IFB is sent to prospective bidders when goods or services desired are well-defined and represent a high dollar purchase of \$25,000 or more. This policy typically takes six to eight weeks.

**Request for Proposal (RFP)**

A formal, sealed RFP is sent to prospective bidders when the goods or services desired are high dollar \$25,000 or more, complex, and not wholly defined. Same pre-solicitation process as noted above under the Invitation for Bid (IFB) but the focus on the solicitation grading differs. Whereas price is the driving factor with IFBs, a criterion is defined in the RFP which an evaluation committee must score each submittal. This policy typically takes six to eight weeks.

### **Request for Qualifications (RFQ)**

A formal, sealed RFQ is sent to prospective bidders when the goods or services desired are high dollar \$25,000 or more, complex, and not wholly defined and where the focus of the project is the qualifications of the vendor not the price. A similar scoring criterion shall be defined in the RFQ.

For some projects where Federal laws superseded local policies, price may or may not be an allowable scoring criterion, and therefore may not be requested within the proposal. In this case, the vendor is determined based on the scoring criterion and price is then negotiated with the highest scoring vendor. If a price cannot be agreed upon, the County will move on to the next highest scoring vendor. There are some Federal laws that state that price may be used to score but should not be the driving factor.

Both the department and Purchasing to take note if Federal or State laws provide guidance to bid process such as the Brooks Act or Davis/Bacon Wage Act.

If no other law or policy relates to the RFQ and the team wants to consider pricing but only after scoring, it may be in the best interest of the County to request pricing be sealed separately within RFQ submittal. Vendors should be ranked based on qualifications and only the short listed vendors pricing should be opened.

Because of the complex nature of this type of solicitation, this policy typically takes eight to ten weeks.

### **Pre-Qualification**

Prospective vendors may be pre-qualified for particular types of good or services, typically technical and construction services through the solicitation process, specifically a Request for Qualifications. The solicitation document should clearly read the intent of the document is to pre-qualify vendors. All procurement rules apply to this form of solicitation such as advertisement notices and award.

Upon establishment of a pre-qualified vendors list, requests for proposals or requests for quotations may be submitted to individuals or companies on the list.

## **FORMAL SOLICITATION PROCESS**

### **How Bids/Proposals are Publically Solicited**

#### **Legal Organ**

All formal, sealed solicitations are published in the legal organ as determined by the Constitutional Officers. All advertisements must be run in the legal section under Bids & RFPs. Formal solicitations shall run in the legal organ for no less than fourteen days prior the bid opening. For Public Works Construction Projects, advertisement must run at least two times during the four weeks prior to the bid or proposal opening. The first advertisement must be at

least four weeks before the bid opening or proposal opening. The second advertisement must be at least two weeks after the first advertisement. A copy of the Publisher's Affidavit shall be filed with the solicitation file.

### **County Website**

All formal solicitations are published on the County's website under the Bids & RFPs webpage. This is the reigning source of information for all solicitations including but not limited to the solicitation request, addenda, forms and award notification. Once solicitations are posted online, purchasing sends notification through the Dawson County Vendor Registry. When able, departments should assist purchasing in choosing which codes are applicable.

### **State, Local and Private Outlets**

When appropriate, the Purchasing Department will advertise on various state, local private websites when it is in the best interest of the County. When able, departments should assist purchasing in choosing which commodity codes as applicable. Examples of these outlets include but not limited to: Georgia Procurement Registry, Georgia Local Government Access Market, Dawson County Chamber of Commerce, Dawson County Home Owners Association, et al. This is not legally required.

### **Social Media**

All formal solicitations should be published on the official Dawson County social media outlets but is not legally required.

### **Bonds**

Bonds add another layer of protection to the County. If the procurement of goods/services opens the County up to additional liability, bonds should be required. Bonds should always be required in Public Works Construction Projects and Georgia Department of Transportation funded projects. The decision to require bonds in a formal solicitation, are at the discretion of the Purchasing Director and the County Manager.

If required, are listed under Section II - Scope of Work of the solicitation document any combination of the following bonds may be requested by Dawson County.

- A five percent (5%) bid bond
- A one hundred percent (100%) payment bond\*
- A one hundred percent (100%) performance bond\*

Note: Higher or lower bonds may be stipulated as required by funding source: GDOT or Federal Funds. If any change is needed, specifications will be outlined in the solicitation document.

The bonds can take the following forms: cash or certified check.

Bonds are suggested when using SPLOST funds, project estimates are over \$100,000, Public

Works Construction/Road laws are in effect or when special circumstances dictate additional protection is prudent.

All bonds would be payable to Dawson County Board of Commissioners. Failure to submit appropriate bonding will result in automatic rejection of bid. Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating.

The cost of bonds may be included in the vendor's price proposal but should not be line item priced. The County will not pay for bonds and are considered cost of doing business.

Bonds will be released at the discretion of the Project Manager who ensures the vendor has fulfilled the scope of work, the Purchasing Director to ensure all contractual obligations have been satisfied and the final approval is of the County Manager. Usually, this is 30 days after successful completion and acceptance of the project.

### **Retainage**

When a project is of import but not to the level of requiring bonds, the Purchasing Director may add language to the solicitation document and contracts regarding retainage. The vendor shall be paid for work performed based upon satisfactory inspections and completion of the agreed upon draw schedule. The vendor's fee will be paid on a Net 30 basis less 10% retainage.

Retainage will be released at the discretion of the Project Manager who ensures the vendor has fulfilled the scope of work, the Purchasing Director to ensure all contractual obligations have been satisfied and the final approval is of the County Manager. Usually, this is 30 days after successful completion and acceptance of the project.

### **Pre-Bid & Pre-Proposal Conferences**

The nature of some solicitations require that a pre-bid or pre-proposal conference be held in order to clarify specifications, answer bidder questions regarding specific requirements, or to allow bidders to perform a site visit, review and/or inspection.

The Purchasing Department and requesting department will confer whether to hold a pre bid/proposal conference. Conferences are not the standard. If the project is over \$100,000.00 or bonds are in effect, a meeting is required and mandatory. Information regarding conferences will be included in the legal notice. If it is later determined a meeting is necessary, an addenda must be issued and bidders must have enough notice to make arrangements to attend.

All attendees are to sign in on the sheet provided by Purchasing. In the event a meeting is mandatory, bidders not signed in may not submit a response. The sign in will be posted on the County's website.

## **Addenda**

Any changes to the original solicitation will be made in writing in the form of an addendum, and will be placed on the County's website. It is the responsibility of the bidder to obtain any and all addenda and submit with their response.

In addition, if bidders have any additional questions or information requests regarding a specific procurement, they are to be emailed or faxed directly to Purchasing as directed in the solicitation document. Responses to pertinent questions will be answered in the form of addenda.

## **Bid Opening**

All bids shall be opened at a time and place designated in the solicitation request. The Purchasing Director and/or Finance Director and one other staff member, not from the requesting department, acting as a witness shall open all sealed bids. **Late bids will not be accepted.** Late bids will be rejected and returned. This cannot be waived by any entity. Sealed responses are required. Vendors who fail to return sealed responses will be rejected and returned. If at least three bids are not received the Board of Commissioners may reject require a re-bid. Witnesses should not be from the department requesting the bids.

In the case of Invitation for Bids, the names and prices shall be read aloud. Dawson County does not report an "apparent low bid." For Request for Proposals or Qualifications, only the names shall be read aloud due to the need for future evaluation and review of the proposals.

Bids/proposals are not subject to the Georgia Open Records Act while under consideration. Once a contract has been awarded bids are subject to the Georgia Open Records Act. Some materials may be redacted per the Georgia Open Records Act and the records custodian and/or the County Attorney can assist in determining what, if any information may be redacted.

## **Withdrawals or Modifications/Corrections of Bids**

If an error is discovered prior to the submittal deadline, the bidder may submit the corrected information in a sealed envelope clearly marked on the outside of the container. If an obvious clerical error is discovered after the bid opening, the bidder may submit a letter to Purchasing requesting that the error be corrected. This request needs to be made within 24 hours of error being found. Final determination as to whether to accept the correction is up to Purchasing. Generally, modifications made to open bids are not accepted for any reason other than the aforementioned.

## **Evaluating Submittals**

An evaluation committee will be named during the pre-solicitation meetings between the requesting department and Purchasing. This group shall consist of county personnel who have knowledge of the goods/services to be procured, will be affected by the solicitation or have other applicable knowledge. The committee shall score and rank proposals based on information *solely provided* within the vendor's submittal against the rubric in the solicitation document. Scoring criteria will be set by the Purchasing Department and the requesting department. It is the

responsibility of each evaluator to:

- Read the solicitation document in its entirety.
- Read each submittal in its entirety.
- Confirm responsiveness to the request: Ensure vendor has provided all information required in the RFP. Use the scoring criteria, scope of work and the Vendor's Checklist for assistance.
- Check references thoroughly. Evaluators are encouraged to work together or share information received during this process, i.e. email references or other correspondence from references. Points should never be given if references are not vetted.
- Evaluators should score using their own knowledge.
- Contact Purchasing with any questions that need clarification or additional information. Direct contact with vendors while in the solicitation process is strictly forbidden.
- Complete the evaluation score sheet and return to Purchasing along with original submittal packets.
- Attend meetings when scheduled of the evaluation committee to include, meetings, interviews, demonstrations, etc.
- Evaluators should take care to evaluate based on information only provided in the bidder's response. Vendors should not receive credit for work not reflected in the bid. Failure to return all required information should be reflected in scoring.

### **Required Forms**

Dawson County may require vendors to submit documentation other than pricing to prove they are responsible and or responsive. A list of the required documentation should be required in the solicitation document and/or addenda. As a general rule, the following should be required in a vendor's response:

- Vendor's Checklist
- Vendor's Information Form
- Vendor's Price Proposal Form
- Vendor's Qualifications – usually on a separate sheet(s)
- Vendor's Reference Form
- Execution of Proposal Form
- Addenda Acknowledgement Form and any addenda issued
- Proposer's Certification and Non-Collusion Affidavit
- Drug-Free Workplace Affidavit
- Georgia's Security and Immigration Compliance Act Affidavit (E-Verify)
  - Contactor's Affidavit
  - Subcontractor's Affidavit (if applicable)
- Local Small Business Initiative Affidavit (if applicable)
- Proof of Insurance/Certification of Insurance as stipulated in the bid document
- Completed W9
- Copy of valid business license where corporate office is registered
- Copy of professional licenses or certifications (if applicable)
- Bid Bond (if applicable)

### **Technical Waivers**

Dawson County Government reserves the right to reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal policy, when to do so would be to the advantage of Dawson County. Dawson County reserves the right to cancel solicitations at any time.

As a rule, changes cannot be made to the bids after the public opening with the following exceptions:

- Obvious clerical mistakes, including misplacement of decimal points, unit price extension or addition or subtraction errors in total calculations.
- Addenda if it does change pricing or it did not change the original scope of work.

Pricing or bonds may not be changed or submitted after bid opening.

Dawson County shall be the sole judge of the provider's ability to meet the requirements set forth. Their decision in determining responsible and responsive provider(s) will be final. Dawson County reserves the right to act in its best interest in this determinations process, to waive all technicalities, and to select the most responsible and responsive treatment provider.

### **Disqualification of Bids**

Bids may be disqualified or deemed non-responsive by Purchasing as a result of, but not necessarily limited to the following reasons:

- Failure to return all required documents.
- Failure to follow the bid schedule to include submittal deadline.
- Failure to return applicable compliance/specification sheets.
- Failure to acknowledge receipt of applicable addenda.
- Failure to provide a bid bond when required – automatic rejection.
- Failure of bidder to sign all required documents. Unsigned bids will not be considered except in cases where bid is included with other documents which have been signed. Purchasing has sole discretion.
- Failure of the bidder to extend pricing.
- Failure to hold firm pricing.
- Failure to meet specified delivery requirements.
- Prices of services or items exceed the departments budgeted amount allowed for these items.

### **Vendor Responsibility**

It is the responsibility of each vendor to read and understand all requirements in the solicitation documents. If an item is unclear, the vendor should submit questions to the Purchasing Department. Vendors shall submit all required documentation, fully executed, as directed in the solicitation document. Additionally, vendors should be familiar with all Federal, State and Local rules, regulations, policies and procedures pertaining to each solicitation. Furthermore, vendors performing work in Dawson County are required to register with the Dawson County Planning &

Development Department. Out of county bidders are not required to register as part of a bid submittal. Only the successful, awarded vendor is required to register their business license.

### **Presentation of Recommendation**

Once a consensus has been met and a recommendation has been made, the Purchasing Director will begin the Board of Commissioners agenda packet which consists of the Agenda Request Form, a PowerPoint presentation, contract and pricing as applicable. The presenter will be the subject matter expert. If the commodity crosses several departments it may be best for Purchasing to present. A representative from the requesting department should attend all presentations in order to answer subject matter questions from the Board.

### **Negotiations**

If the department has selected a vendor but pricing or deliverables need to be negotiated, an invitation will be sent via email to the vendor. Enough notice shall be given to ensure the vendor can make reasonable accommodations to participate.

### **Best and Final Offers**

Best and final offers, or BAFO, are formal requests being made for more information, confirmation, revisions, and/or to obtain better pricing or value. BAFO are not mandatory and should be used rarely. This method allows bidders to amend their proposal. Value engineering is not considered a reasonable cause to enter into best and final offers. All bidders whose proposals are deemed reasonable susceptible for further consideration or award should be invited to BAFO discussions. Any rejected bidders are not invited. The Purchasing Department will email an Invitation for Best and Final Offer Negotiations to the responsive, responsible bidder(s) deemed susceptible for award based on the criteria set forth in the solicitation document.

Purchasing's responsibility is to invite bidders, create agenda lead discussions, take minutes, and facilitate entire process. The requesting department should assist in formulating questions prior to the formal meeting. At no time should competing bids/proposals, technical or cost, be discussed with bidders. Do not discuss where bidders are in the standing. Teleconferences are allowed if the evaluation committee feels this method fosters open dialogue and all questions can be addressed. There are times in-person discussions will be requested.

The County will identify which offerors shall participate in the negotiations in one of the following ways:

- a. Identify in the solicitation document the methodology that will be used to identify offerors to participate in negotiations. This may include, but is not necessarily limited to, a methodology that establishes a competitive range based on offerors' rankings following proposal evaluations.
- b. Identify in an addendum to the solicitation document the methodology that will be used to identify offerors to participate in negotiations.
- c. Negotiate with all responsive responsible offerors following bid/proposal evaluations.



After the negotiations, participating offerors may be asked to submit supplemental proposals defining the revisions that are a result of negotiations. Any request for supplemental proposals will be directed in writing to all offerors participating in the negotiations, and will provide details concerning the format and due date for the supplemental proposals. The County may in its sole discretion terminate negotiations and/or the solicitation at any time.

The offeror that ultimately wins a contract may not be the lowest cost offeror because the higher quality of the winning bidder's technical proposal may offset an increased cost or because no agreement could be reached as to contract terms and conditions. The final decision and all documentation is considered open records upon award.

### **Award**

#### **Timeline**

The Board of Commissioners must rule on the final disposition of a sealed solicitation within sixty (60) days of the bid opening if bonds are in effect and ninety (90) days of the bid opening if bonds are not required. In the unlikely event, the County needs additional time to evaluate responses, the Purchasing Director will contact each vendor and request additional time. If approval is garnered by each vendor then the solicitation award may be delayed to a time specific. If approval is not given by all vendors, Purchasing will submit an agenda packet to the County Manager asking for the rejection of the bid submittals and a re-bid shall be released. Only the Board of Commissioners can rule on sealed solicitations no matter the anticipated costs. Solicitations should never be allowed to expire without a formal judgment. It is the responsibility of the Purchasing Director to notify the Chief Financial Officer and County Manager of any issues or delays in the process ahead of time.

#### **Award to the lowest bidder**

In the case of Invitation for Bids, for goods or services, if all proposals are not rejected the awarded shall be to the lowest, most responsive, responsible bidder unless a legal justification could be articulated to the Purchasing Director and the County Manager.

#### **Award to the highest rated proposal**

In the case of Request for Proposals or Request for Qualifications, for goods or services, if all proposals are not rejected, the award may be to the highest rated proposal, taking into account the selection criteria. Construction or improvement of real property or buildings fall under equ Project rules, and must comply with numerous special requirements as specified in Federal and State laws not listed in this policy.

#### **Award to a single vendor**

If all bids are not rejected, the award shall be to the most responsible, responsive bidder. However, in determining which is the most responsible bidder, the county may take into consideration the bidders responsiveness to the county's requirements, the price and/or quality of any of the articles to be purchased or leased, availability of parts and service, delivery time, and those factors listed in the solicitation document. If no criterion is listed, as in the case of IFBs,

award will usually go to the lowest, responsive, responsible bidder.

### **Award to multiple bidders**

The County may award to multiple bidders for the same commodity or service when the bid specifications provide for special circumstances. Special circumstances may include differences in ability to deliver, delivery time, availability of material, special loading or unloading conditions, total cost including transport or labor if not included with bid item, performance of the delivered material, location of the source, and proximity to the delivery point. The intention to do so must be indicated within the solicitation document.

### **Tie**

In the event of a tie and all pricing and qualifications are equal, the vendors are contacted and notified of the status. The vendors are invited to Dawson County to watch the County Manager flip a coin to determine who wins. The second option is to open a new deck of cards and allow each to shuffle and then the County Manager would deal one card to each vendor. The highest card wins the award.

### **Purchase Orders**

A requesting department may request a purchase order for goods or services if in budget. A Quote Analysis Form must be completed and returned with quotes. Requests should not be submitted if budget is not approved or available. All account information must be provided at the time of submittal. Purchase requisitions shall be submitted to Purchasing at least one week prior to the proposed purchase. A purchase order is considered a binding contract.

A Purchase Order must be issued for all equipment over \$5,000 (capital asset), whether new, used or procured under emergency protocols.

Blanket orders may be issued for a contracted or frequently used vendor as a matter of convenience. Departments may request the issuance of a blanket PO for a specified budget amount. This amount will be encumbered but can be adjusted as needed. Blanket orders are only good for one calendar year and will need to be re-requested if additional fiscal years are needed.

### **Special Issues**

#### **Non-Performance**

In the event a vendor is awarded a bid or proposal by the Board of Commissioners and the selected vendor fails to fulfill the conditions of the award, the Board of Commissioners at their discretion may award the bid or proposal to the second most responsive, responsible bidder without rebidding. If the second vendor cannot fulfill the conditions of the award, the Board of Commissioners at their discretion may award the bid or proposal to the third most responsive, responsible bidder without rebidding. If the third vendor cannot fulfill the conditions of the award, the goods or services will be rebid.

If substantial work has been performed and the vendor cannot fulfill the conditions of the award,

the Purchasing Department will immediately notify the County Manager who will take the necessary steps to ensure the safety of the public and the County.

### **Cancellation and Rejection of Bids**

Solicitations may be canceled or may be rejected, in whole or part, as may be specified in the solicitation when it is in the best interest of the County. The reasons shall be made part of the formal bid file. Only the Board of Commissioners may rule on the final disposition of sealed solicitations, be it approve, reject or cancel.

## **8. PROTEST POLICY**

If a vendor has a grievance regarding this Policy, their bid or proposal, or award, potential or actual, the vendor must first file a written grievance with the Purchasing Department within ten (10) calendar days of the award. The Purchasing Department will make the County Manager aware of any protest immediately. The County Manager shall issue a final written decision within twenty (20) calendar days of receipt of such written grievance. If the County Manager cannot resolve the grievance in a satisfactory manner to the bidder, the bidder may appeal in writing to the Board of Commissioners, by way of the County Clerk, within ten (10) calendar days of the date of the final written decision of the County Manager.

If the protest goes to the Board of Commissioners, a hearing will be scheduled for the vendor to be heard. This hearing may be a part of a regularly scheduled meeting if time permits. The hearing shall be open to the public. The Board may make their decision at that time or table the decision until a defined time.

## **9. EXCEPTIONS**

### **Emergency Procurements**

Emergency procurements are defined as when a threat to public health, welfare or safety exist, or in a construction situation where a work stoppage would cause the County undue financial loss provided that such emergency procurement shall be made with such competition as is practical under the circumstances.

In the event of an emergency requiring immediate purchase of materials, supplies, equipment or services, the Department Head with the written consent of the County Manager may approve such emergency purchases as the situation requires up to \$24,999.99. The County Manager shall be notified as soon as possible as to the emergency and the associated purchases. A written determination for the basis of the emergency and for the selection of the particular contractor or vendor shall accompany the purchase order and voucher with a copy to the County Manager and Purchasing Director.

In the event of a situational emergency requiring immediate purchase of materials, supplies, equipment or services over \$25,000.00, the Board of Commissioners may waive the requirement for sealed solicitation in an emergency when sufficient, written backup documentation is provided. In rare instances, the County Manager may notify and get verbal approval from the

Board of Commissioners/ from a Board majority to proceed prior to a Voting Session when the action can be ratified. This written backup is required for audit purposes.

In the event of a local state of emergency, formally declared by the Chairman of the Board of Commissioners, the EMA Director and Public Works Director's approval limit shall be raised to \$10,000.00 in order to expeditiously obtain goods and services to secure the lives and property of the citizens of Dawson County, Georgia. As soon as able, all purchases made under this exception shall be ratified by the Board of Commissioners via consent agenda.

### **Exceptions to this Policy**

Reoccurring purchases such as utilities, debt service, contracted services, postage are exempted from these policies.

Other exceptions to the policy will be determined on a case-by-case basis by the County Manager.

## **10. CONTRACTS**

### **Contract Terms**

For purposes of this policy, the award of annual contracts shall be determined by the estimated annual value of the contract for the initial term of the contract. Terms shall be clearly defined in the solicitation document. Once approval is obtained, Purchasing will facilitate contract execution.

All contracts must terminate at the close of each calendar year, December 31, but may have the option of automatic renewals only after the annual contract review and evaluation by staff. Term lengths should be no more than four (4) years/three (3) years for contract services and five (5) years for professional services. This determination will be made by the Purchasing Director. Once a contract has exhausted all renewals, the contract shall follow normal solicitation procedures. Any variation or exception must be approved by the Board of Commissioners.

### **Execution of Contracts**

No contract shall be signed by county personnel other than the County Manager or the Board of Commissioners. No changes may be made to the contract without the explicit permission of the signing authority with the exception of an official change order.

An original contract will be kept in the County Clerk's office for records. The requesting department will be given a copy of the contract once executed.

### **Contractual Claims and Invoice Disputes**

Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Any notice or claim shall be delivered to the County Manager and shall

include a description of the factual basis for the claim and a statement of the amounts claimed or other relief requested. The County Manager shall render a decision on the claim and shall notify the Contractor within 30 days of receipt of the claim. The Contractor may appeal the decision of the County Manager to the Board of Commissioners by providing written notice to the County Manager, within 15 days of the date of the decision. The Board shall render a decision on the claim within 60 days of the date of receipt of the appeal notice and such decision shall be final. Invoices for all services or goods provided by the Contractor shall be delivered to the County no later than 30 days following the conclusion of the work or delivery of the goods unless other terms are prescribed by contract.

Any changes to the overall dollar limit of the contracted amount must be approved by the County Manager and/or the Board of Commissioners. The final decision is with whoever approved the original contract.

It is the requesting department's responsibility to ensure invoices are correct prior to approval and payment. Invoices which are green stamped and approved for payment by the department head will be paid as reported. All invoice disputes should be handled at the department level unless there is a pattern of non-responsiveness or incorrectness that calls the contract into question.

#### **Notice to Proceed**

Once all contracts have been executed, required paperwork and bonds, if applicable, have been received by Purchasing, a Notice to Proceed will be issued to the department along with a purchase order showing budget has been encumbered. No work may begin prior to this documentation being obtained.

#### **Change Orders**

Change orders are allowed in the event the scope of work has been changed or unforeseen occurrences arise. All change orders must be approved by the Project Manager, if applicable and the County Manager. The invoice must reflect the change order by line item. Purchasing will update the original purchase order to reflect the change order once approved. Budget must be available for the change order prior to the request being submitted.

#### **Termination**

It is the responsibility of the user department to notify Purchasing of non-performance issues with the vendor. All concerns need to be in writing. If at any point, the department recommends cancellation of a contract, the department should submit in writing the cause for the termination. Purchasing will confirm whether the contract can be terminated early.

Purchasing will send a letter to the vendor terminating the contract with an effective date. A copy will be sent to the department and the County Clerk.

If a contract is terminated early, the user department will assist purchasing in writing the new solicitation to help protect for future occurrences.

## **Payment**

All invoices associated to contracts shall be paid through AP billing and not on the county purchasing card (p-card). In doing so will ensure that vendors and purchases can be tracked and managed through the accounting software.

## **11. VENDOR FILES**

Vendor files are kept in Purchasing. A copy of the contract, purchase order, invoice, annual reviews, E-Verify, W9 and certificate of insurance should be kept on file.

A W9 is required on all vendors when paid over \$600 in one year or more than once a year. An updated W9 is required every three years or when the information has changed.

The State of Georgia under O.C.G.A. § 13-10-91 requires all contractors complete an E-Verify Affidavit if the following pertains:

- For the purchase of services over \$2,499.99, vendors must complete and return the E-Verify for each occurrence, not an annual accrual. If they have fewer than 10 employees, they are exempt but must complete the form with this information reported;
- For bids, all vendors must be E-Verify compliant; or
- For contracts performing services under Title 26, Tile 43 or the State Bar of Georgia is exempt.

The E-Verify number is between four (4) and six (6) digits long devoid of letters.

A Certificate of Liability Insurance, or COI, should be kept on file for all vendors performing work on Dawson County property or in the name of Dawson County Government. Vendors should send updated COIs to the Purchasing department as the policy is renewed. In the event a large project or a project that creates a high liability for the County arises, a new COI may be requested to confirm insurance coverage.

If a bidder or vendor does not have workman's compensation insurance and it is believed that the County will pay a premium for the service on the next audit, Dawson County may add the amounts historically charged for those services to the County to the bid price for the purposes of identifying the low bid. It is understood this may result in another vendor being selected. Dawson County tries to limit risk and additional insurance costs.

## **Vendor Annual Review**

Purchasing will send out yearly reviews to end-user departments for an honest review of the vendor's performance over the last 12 month period. Departments should return reviews in a timely manner. If a vendor is not recommended for renewal, department should notify Purchasing immediately. Failure to return evaluations may result in an unfavorable contract.

## **Records Management**

All requisitions, competitive bids, quotations, purchase orders, contracts and other pertinent

documentation of purchasing shall be maintained by the Purchasing Department in accordance with regulations and procedures prescribed in the purchasing manual, Records Retention Resolution and the Retention Schedules for Local Government Records as published by the Georgia Secretary of State, Department of Archives and History.

## **12. PROHIBITED ACTIONS**

### **Circumventing Bid Ordinance or Purchasing Policy**

Personnel should never knowingly and/or intentionally take action that would circumvent the Bid Ordinance or Purchasing Policy.

Personnel should not make purchases or split purchases between AP billing and their P-Card, to circumvent the Purchasing Policy.

### **Stringing**

Stringing is defined as knowingly structuring the purchase of goods and/or services to avoid the purchase or contract being subject to competitive bidding requirements. This process is against the laws of the State of Georgia. The process does not require that the items, or the provider, be the same; but rather that the items be "like items," and the vendors be from the same general vendor/provider group.

Purchases shall not be divided so as to create lower purchase amounts and therefore avoid some requirements of this policy. Whether or not a proposed purchase constitutes artificial division or stringing shall be determined by the Purchasing Department and the County Manager has the final decision.

If a single purchase includes both goods and services, the entire purchase will be treated as being in the category with sufficient written documentation as back up.

## **13. NONDISCRIMINATION**

The County does not discriminate in the solicitation or award of contracts because of race, religion, color, gender, age, disability or national origin of the bidder or offeror. It is the responsibility of County employees, particularly those employees involved in procurement, to ensure that all vendors are permitted equal opportunity and access to participate in County procurement opportunities, and that no vendor be denied equal opportunity or access because of race, religion, color, gender, or national origin.

## **14. LOCAL SMALL BUSINESS INITIATIVE**

Purpose & Scope:

Giving preference to local suppliers, even if it means spending a little more, can actually benefit a county's finances. Dollars spent locally generate additional economic activity even beyond the value of the initial contract as the local supplier in turn sources goods and services locally. Each additional dollar that circulates locally boosts economic activity, employment, and ultimately tax revenue. A study in Arizona found that using local independent suppliers for state contracts

results in three times the economic benefit of bids fulfilled through national chains.

Local Small Business Initiative (LSBI) is a Dawson County program designed to promote opportunities to Local Small Businesses located in Dawson County.

The LSBI program is designed to return as much taxpayer money to the local economy, in a relatively short time span, as possible while at the same time foster inclusiveness with the County's procurement activities and a goal to provide more opportunities for Dawson County businesses.

Definition of Local Small Business:

- Local Small Business shall mean a business which has its principal office located in and having a street address within Dawson County for at least six months immediately prior to the issuance of the quote/bid/proposal. Post Office boxes (to include mailing/shipping center addresses) are not eligible and shall not be used for the purpose of establishing a physical address.
- Must hold a valid business license required by the County and have no outstanding or unresolved fees, fines or penalties due to Dawson County.
- Not have more than twenty-five (25) employees, and of which at least 33% of those employees have their primary residence in Dawson County, or, if the business has no employees, the business shall be at least fifty-one (51%) percent owned by one or more persons whose primary residence in Dawson County.
- Have a banking relationship with a bank located in Dawson County.
- Average annual gross receipts of five million dollars (\$5,000,000.00) or less over the previous three years.
- Must certify under oath to the above criteria upon submission for any bid, solicitation, or proposal to Dawson County.

The LSBI Policy will not be applicable for the following types of purchases, bids, or solicitations:

- Goods or services provided under a cooperative purchasing agreement or inter-local agreement;
- Purchases or contracts which are funded in whole or part by a governmental entity and the laws, regulations, or policies governing such funding prohibit application of preference;
- Purchases made or contracts let under emergency or non-competitive situations or for legal services;
- Projects over \$100,000.00.

Affidavit:

The County will accept an affidavit that a business meets the County's standards to be considered a Local Small Business. The County, in its sole discretion, may request additional information from the business to support its claim of being a Local Small Business. The Purchasing Department will be required to review the affidavit and request additional



information as necessary to ensure the LSBI criteria are satisfied. The County will notify a business of acceptance of LSBI certification.

**How Incentive Works:**

Under any applicable solicitation or bid, vendors desiring to receive local preference under the LSBI Policy will be required to affirmatively demonstrate via affidavit that they satisfy all pertinent requirements. Any vendor who fails to submit the required affidavit shall be automatically excluded from LSBI consideration. Vendors shall submit the affidavit with each solicitation or bid proposal. The affidavit contemplated under this Policy is valid only for the submitted solicitation or bid, and must be reaffirmed and resubmitted for each subsequent solicitation of bid.

For any solicitation that is under \$100,000.00 the Local Small Business (as demonstrated via affidavit) that submits a responsive, responsible price, a local preference credit of 3%.

**Waiver:**

The application of local preference to a particular purchase, contract, bid, solicitation or category of contracts may be waived by the Dawson County Board of County Commissioners in its sole discretion. The promulgation of this Policy is not intended nor should it be construed as created a right or property interest in local preference or in the local preference credit.

**15. REPEALER**

All resolutions or ordinance or parts of resolutions or ordinances and any part of Section 2-12 of Act No 73, approved March 27, 1995 and amended in April 1997, are hereby repealed. Additionally, the Bid Ordinance and Purchasing Policy Resolution adopted August 2, 2008 re hereby repealed.

**16. SEVERABILITY**

If any paragraph, sub-paragraph, sentence, clause, phrase, or any portion of this policy shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this policy as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, then such invalidity shall not be construed to affect the portions of the policy not held to be invalid, nor shall the application of the policy to other circumstances be held invalid. It is hereby declared to be the intent of the Board of Commissioners of Dawson County to provide for separable and divisible parts, and the Board of Commissioners hereby adopts any and all parts that are not held invalid.

Approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mike Berg, Chairman

Attest:

\_\_\_\_\_  
Danielle Yarbrough, County Clerk

Public Hearing Dates:

- 1.
- 2.

Draft

**AN ORDINANCE OF  
THE BOARD OF COMMISSIONERS OF DAWSON COUNTY, GEORGIA  
  
REQUIRING SEALED BIDS FOR PURCHASES AND EXPENDITURES  
OF \$25,000.00 OR GREATER TO BE APPROVED BY THE BOARD OF  
COMMISSIONERS AFTER PROPERLY ADVERTISING FOR SUCH PURCHASE OR  
EXPENDITURE FOR A MINIMUM OF TWO WEEKS IN THE LEGAL ORGAN AND  
REQUIRING SEALED BIDS; TO PROVIDE A PROCEDURE FOR PURCHASES AND  
EXPENDITURES OF LESS THAN \$25,000.00; TO REPEAL CONFLICTING  
RESOLUTIONS AND ORDINANCES; TO PROVIDE FOR SEVERABILITY; AND FOR  
OTHER PURPOSES.**

**WHEREAS**, Act No. 73, Georgia Laws 1995 Session, authorizes creation of the Board of Commissioners of Dawson County; and,

**WHEREAS**, § 2-12 of such Act requires formal sealed bids for all purchases over \$1,000.00 and requires advertisements for such bids to be published for two consecutive weeks in the official organ of Dawson County; and,

**WHEREAS**, Article IX Section II Paragraph I of the Georgia Constitution provides home rule for counties, which permits Dawson County to amend or repeal local acts applicable to Dawson County's governing authority; and,

**WHEREAS**, the Board of Commissioners of Dawson County previously increased the amount of an expenditure or purchase from \$1,000.00 to \$15,000.00

before Dawson County is required to advertise for two weeks and to obtain sealed bids in order to incur such expenditure (Resolution No. 97-1; April 1997); and,

**WHEREAS**, the cost of advertising purchases \$15,000.00 and over has become inefficient and unduly burdensome to Dawson County; and,

**WHEREAS**, the best interest of the citizens of Dawson County shall be served by increasing the amount required for advertisement and sealed bids to \$25,000.00 or greater.

**NOW, THEREFORE**, the Board of Commissioners of Dawson County hereby adopt this ordinance as follows:

**SECTION I. PURCHASES AND EXPENDITURES.**

A. Purchases Equal to or Greater Than \$25,000.00.

All purchases by Dawson County equal to or greater than \$25,000.00 shall be advertised for two weeks in the County legal organ and shall be subject to sealed bid requirements. Any such advertisement shall indicate the nature of the proposed expenditure and shall indicate where and when sealed bids for such purchase or expenditure shall be accepted.

B. Purchases and expenditures less than \$25,000.00.

All purchases and expenditures less than \$25,000.00 shall be in accord with a purchasing policy approved by the Board of Commissioners.

**SECTION 2. Repealer.**

All resolutions or ordinances or parts of resolutions or ordinances and any part of Section 2-12 of Act No. 73, approved March 27, 1995, in conflict with the terms of this ordinance are hereby repealed, but any resolution or ordinance that may be applicable

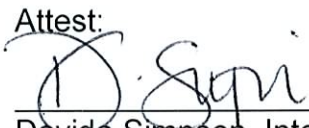
hereto and aid in carrying out or making effective the intent, purpose, and provisions hereof is hereby adopted as a part hereof.

**SECTION 3. Severability.**

If any paragraph, sub-paragraph, sentence, clause, phrase, or any portion of the resolution shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, then such invalidity shall not be construed to affect the portions of the ordinance not held to be invalid, nor shall the application of the ordinance to other circumstances be held invalid. It is hereby declared to be the intent of the Board of Commissioners of Dawson County to provide for separable and divisible parts, and the Board of Commissioners hereby adopts any and all parts that are not held invalid.

Adopted this 2nd day of August, 2007.

  
Mike Berg, Chairman  
Dawson County Commissioners

Attest:  
  
\_\_\_\_\_  
Davida Simpson, Interim County Clerk

Vote: Yes: 4  
No: 0

Dates of Public Hearing: July 5, 2007 and July 19, 2007

Dates of Advertising: June 20, June 27, July 5, and July 11, 2007.



## RESOLUTION

### **Purchasing Policy for Dawson County, Georgia**

WHEREAS, the Board of Commissioners of Dawson County, Georgia (hereafter "Dawson County") have by ordinance changed the purchasing process for County expenditures;

WHEREAS, purchases and expenditures in amounts equal to or greater than Twenty Five Thousand Dollars (\$25,000.00) must be advertised and subject to sealed bid requirements;

WHEREAS, purchases and expenditures in an amount less than Twenty Five Thousand Dollars (\$25,000.00) are to be made in accord with a purchasing policy approved by the Board of Commissioners; and,

WHEREAS, this document shall be known as the "Purchasing Policy" for Dawson County, Georgia.

NOW, THEREFORE, be it resolved by the Board of Commissioners of Dawson County, that:

1. **Purchases and/or Expenditures in Amounts Between Ten Thousand One Dollars (\$10,001.00) and Twenty-Five Thousand Dollars (\$25,000.00).**

Three (3) written quotes must be submitted to the County Manager for approval before making the purchase and/or expenditure. Formal advertising in the County Legal Organ is not required.

2. **Purchases and/or Expenditures in Amounts Between One Thousand One Dollars (\$1,001.00) and Ten Thousand Dollars (\$10,000.00) in All Departments Not Otherwise Named in This Resolution.**

Three (3) written quotes must be submitted and the purchase and/or expenditure must be approved by the Purchasing Agent.

3. **Purchases and/or Expenditures of One Thousand Dollars (\$1,000.00) or Less in All Departments Not Otherwise Named in this Resolution.**

Department Heads must approve the expenditure. Department Heads are strongly encouraged to procure three (3) verbal quotes and a written bid from the selected vendor. Purchases and/or expenditures are to be made using the Dawson County Purchase Card whenever possible.

**4. Purchases or Expenditures Made by the Public Works Department.**

Purchases and/or expenditures of Three Thousand Dollars (\$3,000.00) or less in the Public Works Department require Department Head approval when the procurement is not provided for by a term contract that has been bid by the Purchasing Department. Purchases and/or expenditures are to be paid using the Dawson County Purchase Card whenever possible.

Purchases and/or expenditures between Three thousand One Dollars (\$3,001.00) and Ten Thousand Dollars (\$10,000.00) require three (3) documented quotes plus the approval of the Purchasing Department before making the purchase and/or expenditure.

Purchases and/or expenditures between Ten Thousand One Dollars (\$10,001.00) and Twenty Five Thousand Dollars (\$25,000.00) require three (3) written quotes, plus approval by the County Manager before making the purchase and/or expenditure.

**5. Computers and related equipment.**

The purchase of computers, printers and peripherals as requisitioned by Department Heads shall be solely the function of the Information Technology Department. Expenditures of Two Thousand Five Hundred Dollars (\$2,500.00) or less in the Information Technology Department require Department Head approval when the procurement is not provided for by a term contract that has been bid by the Purchasing Department. The Department Head is strongly encouraged to procure three (3) verbal quotes and a written bid from the selected vendor. Purchases and/or expenditures are to be made using the Dawson County Purchase Card.

Expenditures between Two Thousand Five Hundred One Dollars (\$2,501.00) and Ten Thousand Dollars (\$10,000.00) require three documented quotes and approval of the Purchasing Agent before making the purchase and/or expenditure.

Acquisitions between Ten Thousand One Dollars (\$10,001.00) and Twenty Five Thousand Dollars (\$25,000.00) require three written quotes and approval by the County Manger before making the purchase and/or expenditure.

**6. Equipment and vehicle repairs and maintenance.**

Equipment and vehicle repairs and maintenance up to One Thousand Dollars (\$1,000.00) not provided for by a term contract that has been bid by the Purchasing Department shall be made by the user department on the Dawson County Purchase Card.



For equipment and vehicle repair and maintenance costing One Thousand Dollars (\$1,000.00) or more, the user department shall submit a purchase requisition to the Purchasing Department for payment processing. Payment shall be made on the Purchase Card wherever possible.

**7. Sole Source.**

Sole Source acquisitions that exceed departmental authority but cost Twenty-Five Thousand Dollars (\$25,000.00) or less shall be justified by the user department and submitted to the Purchasing Department. The Purchasing Department shall process the Sole Source request for consideration and approval by the County Manager.

If three (3) written quotes are required in accord with the terms hereof but only two written quotes can be obtained, then the County Manager shall have the discretion to approve the purchase and/or expenditure or to refer the acquisition to the Board of Commissioners for approval.

Approved and adopted this 16<sup>th</sup> day of August, 2007.

ATTEST:

BOARD OF COMMISSIONERS  
OF DAWSON COUNTY

  
\_\_\_\_\_  
Davida Simpson, Interim County Clerk

By:   
\_\_\_\_\_  
MIKE BERG, Chairman



the authority to accept subdivision plats when the requirements established by the board of commissioners for subdivisions have been met;

(8) To establish, abolish, or change election precincts and militia districts according to law;

(9) To accept, for the county, the provisions of any optional statute where the statute permits its acceptance by the governing authority of the county;

(10) To exercise all powers, duty, and authority formerly imposed upon or vested in the commissioner of Dawson County in respect to zoning and planning;

(11) To create and change the boundaries of special taxing districts authorized by law;

(12) To fix the bonds of county officers where same are not fixed by statute;

(13) To enact any ordinances or other legislation which the county may be given authority to enact;

(14) To determine the priority of capital improvements;

(15) To call elections for the voting of bonds;

(16) To exercise all of the power and authority formerly vested by law in the commissioner of Dawson County together with the power and authority which may be delegated by law to the governing authority of the county, by whatever name designated;

(17) To appoint retained legal counsel and an independent county auditor and provide for their compensation; and

(18) To require all county officers to report on the general or specific conduct of the financial affairs of their respective offices.

SECTION 2-12.

Formal sealed bids shall be received for all purchases in amounts over \$1,000.00. Advertisements for such bids shall be published for two consecutive weeks in the official organ of Dawson County. The need for such bids may be dispensed with by the board of commissioners if it decides that an emergency exists which will not permit a delay.

**Backup material for agenda item:**

5. Presentation of 2017 Legacy Link Amendment #1 - Senior Services Director Dawn Pruett



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Senior Center

Work Session: 12-8-2016

Prepared By: Dawn Pruett

Voting Session: 12-15-2016

Presenter: Dawn Pruett

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

Agenda Item Title: Request to approve 2017 Legacy Link Contract Amendment #1

**Background Information:**

Legacy Link receives an increase or decrease in funding during the contract year that changes original contract amounts.

**Current Information:**

Amendment #1 makes the following changes: Increases compensation to Dawson County in the amount of \$3,917; Decreases Dawson County Match for Non Federal Funds in the amount of \$3,850; Increases Dawson County Match for Local Funds in the amount of \$566.

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

| Fund | Dept. | Acct No.   | Budget | Balance | Requested | Remaining |
|------|-------|------------|--------|---------|-----------|-----------|
| 250  | 5510  | 391000-017 |        |         | \$566     |           |

Recommendation/Motion: Approve Addendum #1 for the FY17 Legacy Link Contract.

Department Head Authorization: Dawn Pruett

Date: 12-30-2016

Finance Dept. Authorization: Vickie Neikirk

Date: 12/01/16

County Manager Authorization: David Headley

Date: 12/02/16

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

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

**Comments/Attachments:**

See attached chart.

## 2017 Legacy Link Contract

|                                   | Original Contract | Amendment #1 |
|-----------------------------------|-------------------|--------------|
| <b>Compensation</b>               |                   |              |
| <b>Nutrition</b>                  | \$ 56,527         | \$ 56,793    |
| <b>Transportation</b>             | \$ 11,608         | \$ 11,593    |
| <b>Home Delivered Meals</b>       | \$ 22,583         | \$ 26,249    |
| <b>Total</b>                      | \$ 90,718         | \$ 94,635    |
| <b>Difference</b>                 |                   | \$ 3,917     |
|                                   |                   |              |
| <b>Non-Federal Funds (County)</b> |                   |              |
| <b>Nutrition</b>                  | \$ 3,971          | \$ 3,991     |
| <b>Transportation</b>             | \$ 1,337          | \$ 1,393     |
| <b>Congregate</b>                 | \$ 17,129         | \$ 16,869    |
| <b>Home Delivered Meals</b>       | \$ 66,712         | \$ 63,046    |
| <b>Total</b>                      | \$ 89,149         | \$ 85,299    |
| <b>Difference</b>                 |                   | \$ 3,850     |
|                                   |                   |              |
| <b>Local Funds (County)</b>       | \$ 240,348        | \$ 240,914   |
| <b>Difference</b>                 |                   | \$ 566       |
|                                   |                   |              |
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|                                   |                   |              |

**Backup material for agenda item:**

6. Presentation of 2016 Capital Improvement Element (CIE) Update - Planning and Development Director Jason Streetman



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning & Development

Work Session: 12/8/16

Prepared By: JStreetman

Voting Session: 12/13/16

Presenter: JStreetman

Public Hearing: Yes  No

Agenda Item Title: Capital Improvements Element 2016 Annual Update

Background Information:

Annual update to the 2016 Capital Improvements Element and short term work program

Current Information:

This is updated information for 2016 from finance as well as well as the multi year short term work program.

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

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

Recommendation/Motion: Approval

Department Head Authorization: JStreetman

Date: 11/21/16

Finance Dept. Authorization: Vickie Neikirk

Date: 11/29/2016

County Manager Authorization: david headley

Date: 12/02/16

County Attorney Authorization:       

Date:       

Comments/Attachments:

# **Capital Improvements Element 2016 Annual Update:**

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

Dawson County, GA  
**Draft**

## 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 2013. 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 2015**

| DAWSON COUNTY                                                     |                   | Annual Impact Fee Financial Report - Fiscal Year 2015 |                    |                   |                    |                      |                     |
|-------------------------------------------------------------------|-------------------|-------------------------------------------------------|--------------------|-------------------|--------------------|----------------------|---------------------|
|                                                                   | Libraries         | Fire Protection                                       | Detention          | Roads             | Parks & Recreation | Administration       | TOTAL               |
| Service Area                                                      | County-wide       | County-wide                                           | County-wide        | Ga 400 Corridor   | County-wide        |                      |                     |
| Impact Fee Fund Balance January 1, 2015                           | \$5,334.38        | \$3,220.83                                            | \$45,480.95        | \$1,209.27        | \$67,942.98        | (\$11,363.74)        | \$111,824.67        |
| Impact Fees Collected (January 1, 2015 through December 31, 2015) | \$0.00            | \$0.00                                                | \$0.00             | \$0.00            | \$0.00             | \$0.00               | \$0.00              |
| <b>Subtotal: Fee Accounts</b>                                     | <b>\$5,334.38</b> | <b>\$3,220.83</b>                                     | <b>\$45,480.95</b> | <b>\$1,209.27</b> | <b>\$67,942.98</b> | <b>(\$11,363.74)</b> | <b>\$111,824.67</b> |
| Accrued Interest                                                  | \$6.41            | \$3.87                                                | \$54.69            | \$1.45            | \$81.70            | (\$13.66)            | \$134.47            |
| (Impact Fee Refunds)                                              | \$0.00            | \$0.00                                                | \$0.00             | \$0.00            | \$0.00             | \$0.00               | \$0.00              |
| (FY 2015 Expenditures)                                            | \$0.00            | \$0.00                                                | \$0.00             | \$0.00            | \$0.00             | \$0.00               | \$0.00              |
| Impact Fee Fund Balance December 31, 2015                         | \$5,340.79        | \$3,224.70                                            | \$45,535.64        | \$1,210.72        | \$68,024.68        | (\$11,377.40)        | \$111,959.14        |
| <b>Impact Fees Encumbered</b>                                     | <b>\$5,340.79</b> | <b>\$3,224.70</b>                                     | <b>\$45,535.64</b> | <b>\$1,210.72</b> | <b>\$68,024.68</b> |                      | <b>\$111,959.14</b> |

| <b>Public Facility:</b>      |                           | <b>Library</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>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                         | \$5,340.79                    | 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>\$5,340.79</b>             |                       |

| <b>Public Facility:</b>    |                           | <b>Fire Protection</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>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                         | \$3,224.70                    | 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                                     |                                     |                               |                       |
| Bum 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>\$3,224.70</b>             |                       |

| <b>Public Facility:</b>    |                           | <b>Detention</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>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                         | \$45,535.64                   |                       |
|                            |                           |                         | <b>\$10,938,328.34</b>       |                                                       | <b>\$6,547,013.60</b>                            | <b>\$44,899.39</b>                  | <b>\$45,535.64</b>            |                       |

| <b>Public Facility:</b>                       |                                                   | <b>Roads</b>                 |                         |                              |                                                       |                                                  |                                     |                               |                           |
|-----------------------------------------------|---------------------------------------------------|------------------------------|-------------------------|------------------------------|-------------------------------------------------------|--------------------------------------------------|-------------------------------------|-------------------------------|---------------------------|
| <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                        | \$1,210.72                    | <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>\$1,210.72</b>             |                           |

| Public Facility:       |                    | Parks & Recreation |                        |                                                |                                           |                              |                        |                |
|------------------------|--------------------|--------------------|------------------------|------------------------------------------------|-------------------------------------------|------------------------------|------------------------|----------------|
| Service Area:          |                    | County-wide        |                        |                                                |                                           |                              |                        |                |
| Project Description    | Project Start Date | Project End Date   | Local Cost of Project  | Maximum Percentage of Funding from Impact Fees | Maximum Funding Possible from Impact Fees | Impact Fees Expended to Date | Impact Fees Encumbered | Status/Remarks |
| 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                            |                              | \$68,024.68            |                |
| 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                               |                              |                        |                |
| Dawson County CIE      |                    |                    |                        | 61                                             | Update page 7 of 11                       |                              |                        |                |
| 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>\$68,024.68</b>     |                |

**DAWSON COUNTY, GA****2016-2020 SHORT TERM WORK PROGRAM**

| DCA Category         | Activity                                                                         | 2016 | 2017 | 2018 | 2019 | 2020 | 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     |

| DCA Category         | Activity                                                                                                                                                                             | 2016 | 2017 | 2018 | 2019 | 2020 | Responsible Party              | Cost Estimate | Funding Source                   |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|------|------|------|--------------------------------|---------------|----------------------------------|
| Community Facilities | Library Collection Materials (1,459 units)                                                                                                                                           |      |      |      | ✓    |      | BOC                            | \$27,645      | 93% Impact Fees, General Fund    |
| Community Facilities | Engine                                                                                                                                                                               |      |      |      |      |      | Fire Dept., BOC                | \$289,277     | 100% Impact Fees                 |
| Community Facilities | Tanker                                                                                                                                                                               |      |      |      |      |      | Fire Dept., BOC                | \$123,975     | 100% Impact Fees                 |
| Community Facilities | Aerial                                                                                                                                                                               |      |      |      | ✓    |      | Fire Dept., BOC                | \$850,517     | 100% Impact Fees                 |
| Community Facilities | Engine                                                                                                                                                                               |      |      | ✓    |      |      | Fire Dept., BOC                | \$289,334     | 100% Impact Fees                 |
| Community Facilities | Tanker                                                                                                                                                                               |      |      |      |      |      | Fire Dept., BOC                | \$124,000     | 100% Impact Fees                 |
| Community Facilities | Fire Station 9 (4,900 sf)                                                                                                                                                            |      | ✓    | ✓    |      |      | Fire Dept., BOC                | \$351,388     | 100% Impact Fees                 |
| 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           |                                  |

| DCA Category                   | Activity                                                                                                                                        | 2016 | 2017 | 2018 | 2019 | 2020 | Responsible Party         | Cost Estimate | Funding Source |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------|------|------|------|------|---------------------------|---------------|----------------|
| 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   |
| 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                       | Adopt Campus Style Business Park zoning district                                                                                                |      | ✓    | ✓    |      |      | PCD                       | \$5,000       | 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 Cultural Amenities Character Area                                                                              |      | ✓    | ✓    |      |      | PCD                       | TBD           | 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                       | Require a gateway and master signage plan for planned communities                                                                               | ✓    | ✓    | ✓    | ✓    | ✓    | PCD                       | TBD           | 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   |



| DCA Category   | Activity                                                                                                           | 2016 | 2017 | 2018 | 2019 | 2020 | Responsible Party    | Cost Estimate                          | Funding Source                   |
|----------------|--------------------------------------------------------------------------------------------------------------------|------|------|------|------|------|----------------------|----------------------------------------|----------------------------------|
| 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, Sherriff        | N/A                                    |                                  |
| Transportation | Develop Access Management Plans for prioritized or "selected" corridors                                            | ✓    | ✓    |      |      |      | PCD, GDOT, PWD       | TBD                                    | General Fund                     |
| 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 | Projects identified in SR 400 Access Management Study                                                              |      | ✓    | ✓    | ✓    |      | GDOT, PCD, PWD       | TBD                                    | General Fund, Impact Fees        |
| 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 7.6 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, FEMA |

**Transmittal 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 13, 2016, 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 submit the Capital Improvements Element Annual Update to the Georgia Mountains Regional Commission for Regional and State review, as per the requirements of the Development Impact Fee Compliance Requirements.

Adopted this 13<sup>th</sup> day of December, 2016.

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

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

**Backup material for agenda item:**

7. Presentation of Request for Internal Legal Counsel - County Manager David Headley



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Administration

Work Session: 10/08/2016

Prepared By: Ginny Tarver

Voting Session: 10/13/2016

Presenter: County Manager David Headley

Public Hearing: Yes  No

Agenda Item Title: Internal Legal Counsel

Background Information:

Over the course of several weeks, there have been discussions between the County Manager and individual members of the commission regarding the possibility of taking on legal counsel internally. Per those discussions, staff has consulted with outside agencies that have provided a job description and salary ranges directly related to that function.

Current Information:

The purpose is to move the private sector legal services currently provided by BOC appointment to an internal position. This will require creating a legal services position that will be responsible for handling all legal functions related to Public Administration and under the direction of the County Manager.

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

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

Recommendation/Motion: It is recommended that the BOC provide direction to the County Manager to proceed with the desire of the BOC. Options: 1) Provide direction to the County Manager to move forward on obtaining outside legal counsel; 2) Leave the existing appointment in place.

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

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

Finance Dept. Authorization: \_\_\_\_\_

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

County Manager Authorization: david headley

Date: 12/02/16

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

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

Comments/Attachments:

68

**Backup material for agenda item:**

8. Presentation of Request to Surplus Sheriff Carlisle's Badge and Firearm - Chairman Mike Berg



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Board of Commissioners

Work Session: X

Prepared By: Danielle Yarbrough

Voting Session: \_\_\_\_\_

Presenter: Chairman Mike Berg

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

Agenda Item Title: Presentation of Request to Surplus Sheriff Carlisle's Badge and Firearm

Background Information:

Under previous administrations, the sheriff has been permitted to keep his firearm and badge when leaving office.

Current Information:

Sheriff Carlisle would like to retain his badge, and two department issued firearms upon retirement.

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

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

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

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

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

Finance Dept. Authorization: \_\_\_\_\_

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

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

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

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

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

Comments/Attachments:

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF DAWSON COUNTY DECLARING SURPLUS  
PROPERTY**

**WHEREAS**, the Board of Commissioners of Dawson County are the custodian of County assets;  
and

**WHEREAS**, O.C.G.A. § 36-9-2 and Enacting Legislation for Dawson County permit the Board of Commissioners to dispose of property on behalf of Dawson County; and

**WHEREAS**, the Board of Commissioners of Dawson County deem the following personal property surplus property and direct the disposal of such personal property pursuant to this Resolution:

A Glock G22 GEN4 Serial Number ZUZ832; and

A Glock 27 Serial Number DKV989.

**NOW, THEREFORE**, the Board of Commissioners of Dawson County declare the personal property described herein surplus property and authorize the disposal of the property by trade-in toward the purchase of other equipment for the Sheriff's Office or by sale at auction or by sealed bid after notice is published once in the official organ not less than fifteen (15) days nor more than sixty (60) days preceding the date of the auction or the last day for the receipt of proposals by sealed bids. The legal notice of sale shall include a general description of the property to be sold and the conditions of the sale and shall state the date, time, and place of the sale. If the sale shall be by sealed bids, then the sealed bids shall be opened in public at the time and place stated in the legal notice.

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:**

9. Presentation of Board Appointment: *(tabled from the November 17, 2016 Voting Session)*

**a. Dawson County Industrial Building Authority Board**

i. Mike Ball- *replacing Tom Alexander* (Term: November 2016 through December 2018)



# INDUSTRIAL BUILDING AUTHORITY OF DAWSON COUNTY



Mike Berg – Chairman  
Dawson County Board of Commissioners  
25 Justice Way  
Dawsonville, GA 30534

October 31, 2016

## **Subject: Mike Ball - Authority Board Seat Recommendation**

---

Dear Chairman Berg:

As you are aware a Board of Director's seat on the Industrial Building Authority recently became open following the sudden passing of Tom Alexander. Tom served admirably as the Authority's Secretary for 12 years.

You are aware of the long-standing practice to have if possible, contemporaneous board membership between the Development Authority of Dawson County and the Industrial Building Authority. This reduces both the cost and the complexity of providing for the state board requirements on the Authorities. In that regard the Industrial Building Authority requests your consideration on appointing **Mr. Mike Ball** to the Board of Directors of the Industrial Building Authority.

Mike Ball was appointed to the Development Authority board in 2013 and has served as that board's Treasurer. Placement on the Industrial Building Authority would allow Mike to maintain a comprehensive overview of the financial status of both Authorities.

The Board requests that you consider the above-named individual for nomination to the Board of the Industrial Building Authority of Dawson County at the earliest possibility so that it can realize a return to a full quorum.

Sincerely:

A handwritten signature in blue ink, appearing to read 'Charlie Auvermann', with the text 'Executive Director' printed below it.

Executive Director

Charlie Auvermann  
Executive Director

Cc: Dr. S. Weeks  
M. Simmons  
M. Ball

135 Prominence Court, Suite 170 Dawsonville, GA 30534  
706.265.8761

[www.developdawson.org](http://www.developdawson.org)

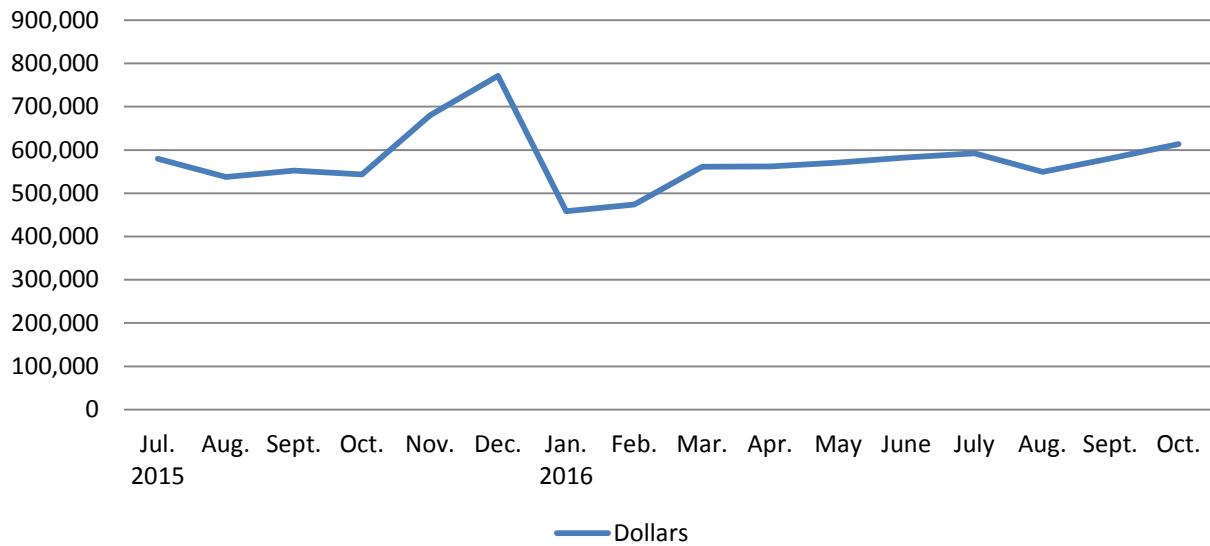
**Backup material for agenda item:**

10. County Manager Report

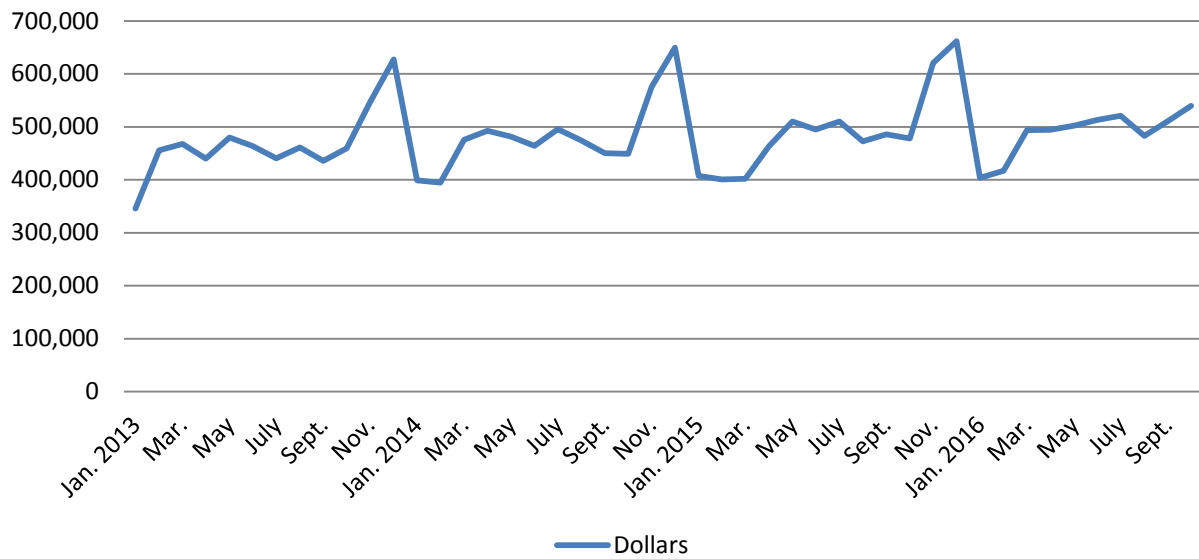


Key Indicator Report  
November 2016

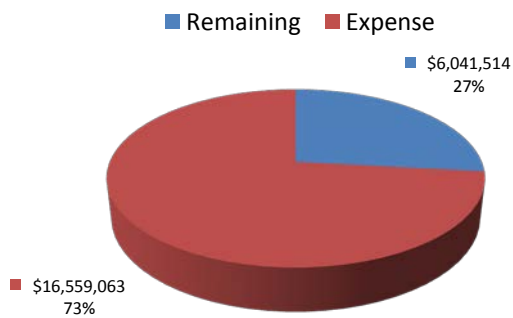
### SPLOST VI COLLECTION CHART



### LOST COLLECTION CHART

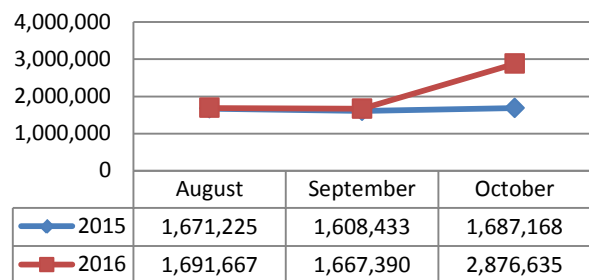


### Budget

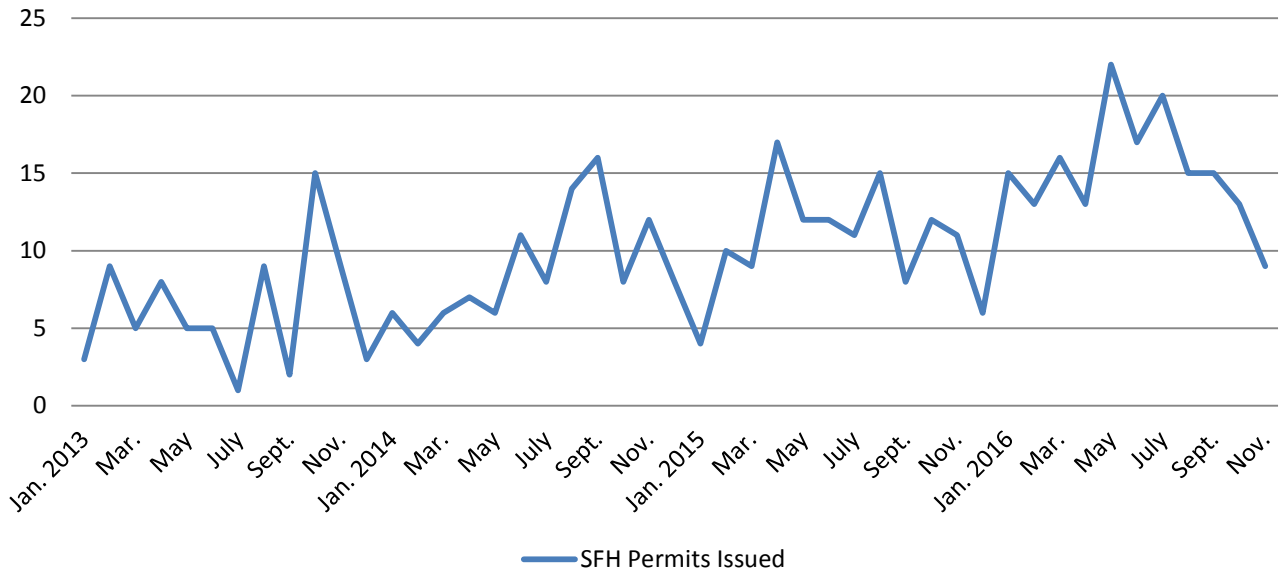


Through 10/31/16

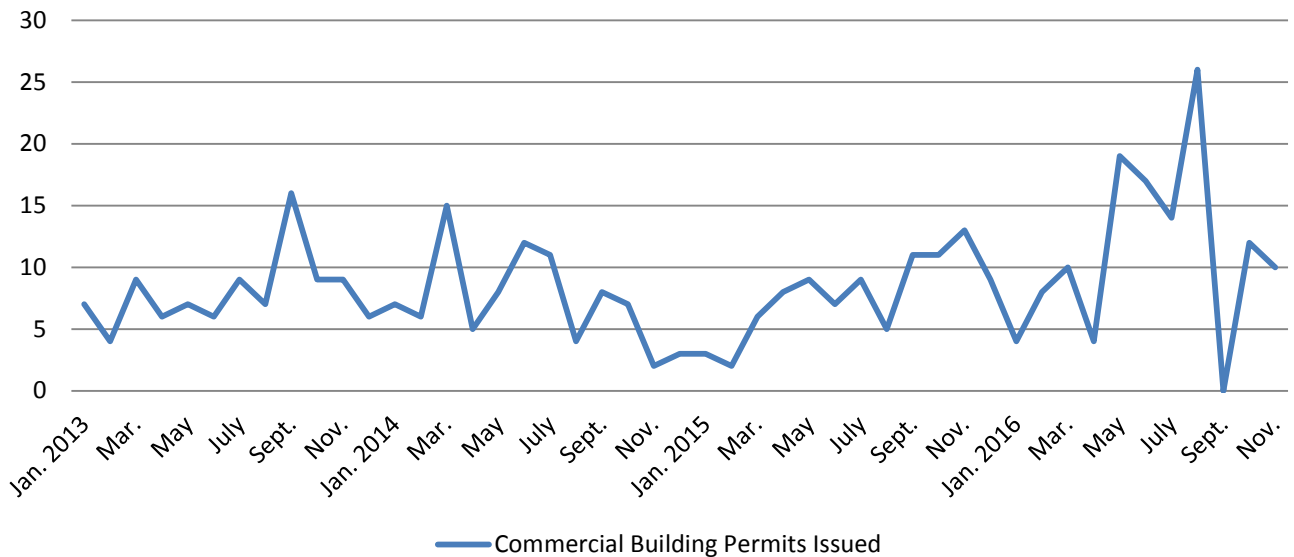
### All Revenue Per Month



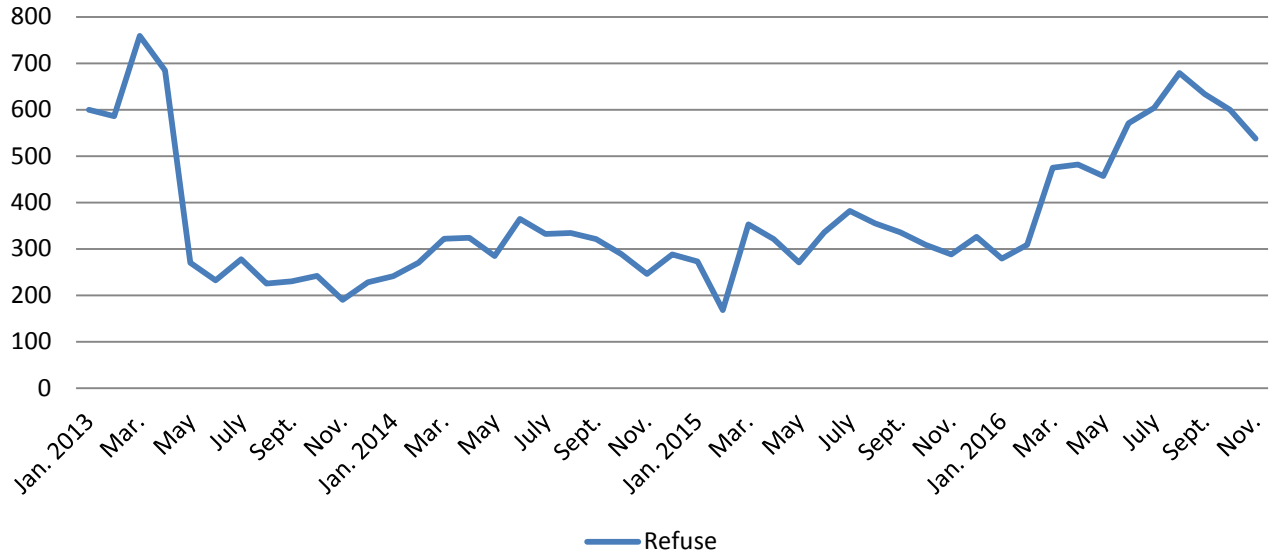
**SINGLE FAMILY HOME BUILDING PERMITS ISSUED**



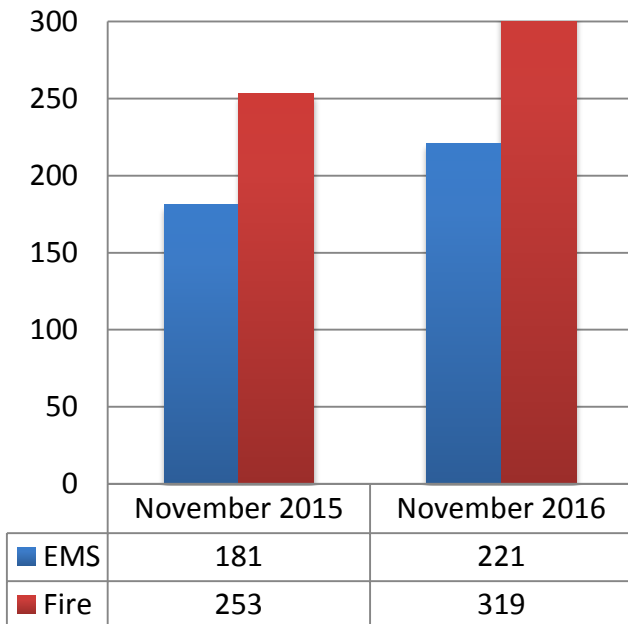
**COMMERCIAL BUILDING PERMITS ISSUED**



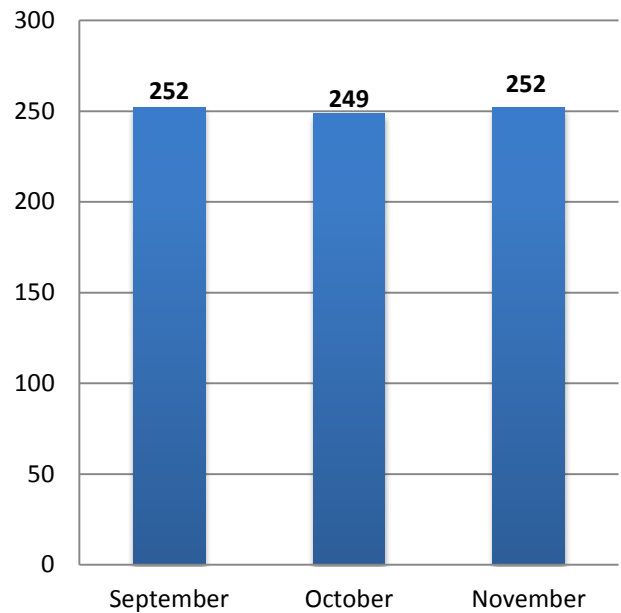
**TRANSFER STATION TONNAGE COLLECTION**



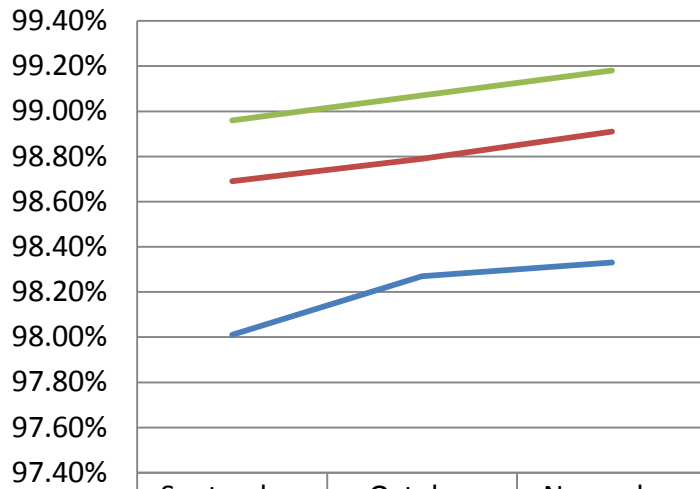
**EMS/Fire Calls for Service**



**Number of Employees**

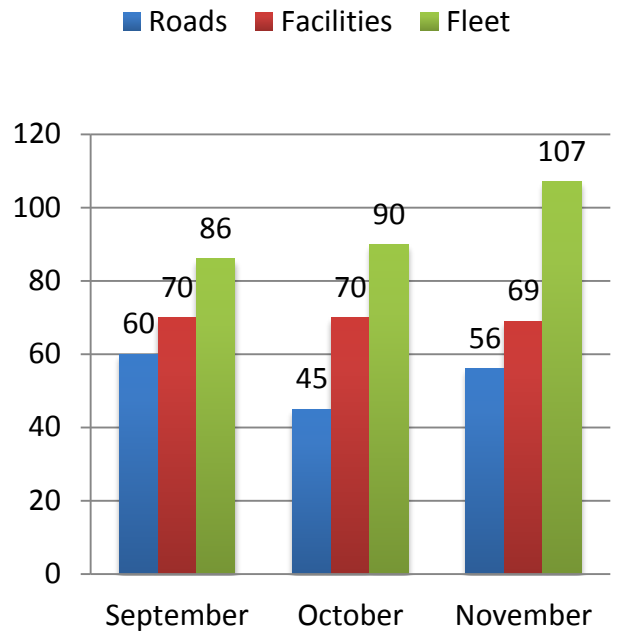


### Property Collections



|      | September | October | November |
|------|-----------|---------|----------|
| 2013 | 98.01%    | 98.27%  | 98.33%   |
| 2014 | 98.69%    | 98.79%  | 98.91%   |
| 2015 | 98.96%    | 99.07%  | 99.18%   |

### Repair Requests





## Dawson County Board of Commissioners

### Elections/Registrar Monthly Report – November 2016

- **New Applications/Transfers In: 18**
- **Changes/Duplicates: 5,831** (Large number due to election day credit for voting)
- **Cancelled/Transferred Out: 22**
- **Total Processed: 5,871**

### **HIGHLIGHTS**

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

- Begin processing voter registration requests/changes held until November General Election certification, with the exception of 15 counties who are holding runoff's and/or special elections in December. This is approximately 885 requests. December report will reflect these held requests.
- Scan, index and file backlog of held applications/changes.

#### **Elections Projects:**

| <u>Election Schedule for 2016:</u> | <u>Date</u>                                         | <u>VR Cutoff</u> | <u>Advance Voting</u>                      |
|------------------------------------|-----------------------------------------------------|------------------|--------------------------------------------|
| Presidential Preference Primary    | 3/1/16                                              | 2/1/16           | 2/8–2/26                                   |
| ➤                                  | 50.94% turnout (comparable year of 2012 was 33.34%) |                  | 1909 voted Advance                         |
| General Primary/Special Election   | 5/24/16                                             | 4/26/16          | 5/2–5/20 (M-F~8a-5p) ~ Sat 5/14 (9a-4p)    |
| ➤                                  | 33.47% turnout (comparable year of 2012 was 40.05%) |                  | 2056 voted Advance                         |
| General Primary Runoff             | 7/26/16                                             | 4/26/16          | 7/5–7/22 (M-F~8a-5p)                       |
| ➤                                  | 27.48% turnout (comparable year of 2012 was 11.59%) |                  | 2209 voted Advance                         |
| General/Special Election           | 11/8/16                                             | 10/11/16         | 10/17–11/4 (M-F~8a-5p) ~ Sat 10/29 (9a-4p) |
| ➤                                  | 81.12% turnout (comparable year of 2012 was 77.76%) |                  | 8258 voted Advance                         |

*No Runoff Elections for Dawson County*

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

- Poll Worker 2016 celebration luncheon.
- Poll Manager annual evaluations.
- Replacement of retired board member, Tom Foley.
- Prepare for 2017 annual training of election & voter registration staff and board members.
- Budget year end cleanup.
- Ethics filings finalizing 2016 reports.





## Dawson County Board of Commissioners

### Emergency Services Monthly Report – November 2016

| <b>Fire Responses</b> | September | October | November |
|-----------------------|-----------|---------|----------|
| 2014                  | 279       | 269     | 278      |
| 2015                  | 239       | 317     | 253      |
| 2016                  | 229       | 287     | 319      |

| <b>EMS Responses</b> | September | October | November |
|----------------------|-----------|---------|----------|
| 2014                 | 210       | 194     | 202      |
| 2015                 | 174       | 239     | 181      |
| 2016                 | 185       | 220     | 221      |

**Plan Reviews: 10**

**EMS Revenue:**

- October 2015 - \$ 44,593.33
- October 2016 - \$ 59,082.61
- 28% Increase

**Plan Review and Inspection Revenue Total: \$ 1,600.00**

- County: \$ 1,300.00
- City: \$ 300.00

**Business Inspections Total: 143**

- County follow up: 30
- City follow up: 0
- County final inspection: 10
- City final inspection: 3
- County annual inspections: 100
- City annual inspections: 0

**HIGHLIGHTS**

**Dawson County Emergency Services Projects:**

- Training hours completed by staff: 1,026
- EMT Advanced Class continues – Final Practical Testing, December 10<sup>th</sup>, 2 Paramedics attended the Tactical Emergency Casualty Care Training; KARE for Kids Boot Drive - \$9,007; Holiday shopping for KARE and CBI Class project. Annual Employee Appreciation and Awards Banquet
- PR Details: 4, 60 -kids, 15-adults
- CPR Training provided to: 10 individuals
- Smoke detector installations: 50 / 14 batteries - 29 locations checked
- Search and Rescue: 0
- Fire investigation: 4
- Child Safety Seat Installation: 3
- Total water usage: 51,800 gallons (EWSA: 34,500 gallons; City: 6,5500 gallons; Forsyth/Pickens: 10,750 gallons)
- 30-Fires: (building 7; brush/grass 12; vehicle 4; debris/rubbish/trash/waste 7; dumpster 0)
- During the drought in November, the department responded to 20 unauthorized burning calls.



## **Dawson County Board of Commissioners**

### Facilities Monthly Report – November 2016

- **Total Work Orders: 69**
- **Community Service Workers: 7**

#### **HIGHLIGHTS:**

- None



**FACILITIES DEPARTMENT**

**MONTHLY REPORT**

**For Period Covering the Month of NOVEMBER 2016**

| SN | TASKS/ WORK DONE                                                                                     | LOCATION/S of Service |
|----|------------------------------------------------------------------------------------------------------|-----------------------|
| 1  | Replaced water line for the dishwasher unit                                                          | Senior Center         |
| 2  | Rebuilt and painted fascia boards                                                                    | Health Department     |
| 3  | Met and assist Windstream at 6 locations for fiber optic installation                                | Dawson County         |
| 4  | Cleared, trimmed and cut landscaping                                                                 | Historic Courthouse   |
| 5  | Removed abandoned Ford Taurus car at the parking lot                                                 | Government Center     |
| 6  | Requested Sheriff's department to remove all junk vehicles from the parking lot                      | Government Center     |
| 7  | Worked with NGN on the installation of fiber optic underground                                       | Government Center     |
| 8  | Installed conduit and phone boards at 5 Dawson County locations for fiber optic work with Windstream | Dawson County         |
| 9  | Mowed, cut grass and blow off leaves around all county-owned buildings                               | Dawson County         |
| 10 | Completed all kitchen hood inspection at 4 Dawson County locations with Pro-Tec                      | Dawson County         |
| 11 | Poured concrete at the sideway                                                                       | Rock Creek Park       |
| 12 | Repainted the handicapped parking lot signs                                                          | Government Center     |
| 13 | Removed and replaced landscaping plants due to the fiber installation work                           | Government Center     |
| 14 | Waxed and buffed floors at the Voter's Registration office                                           | Chappell Building     |
| 15 | Assisted and worked with the Women's Historic Club in Christmas set up and decoration                | Historic Courthouse   |
| 16 | Repainted the interior walls at the 3rd floor                                                        | Government Center     |
| 17 | Total Work Orders for the month = Sixty Nine (69)                                                    | Facilities            |
| 18 | Total Community Service for the month = Seven (7)                                                    | 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, 12/05/16



## Dawson County Board of Commissioners

### Finance Monthly Report – November 2016

#### **FINANCE HIGHLIGHTS**

- **LOST Collections:** \$539,988 – up 12.94% compared to 2015.
- **SPLOST Total Collections:** \$613,703 – up 12.94% compared to 2015.
  - \$521,648– County Portion (85%)
  - \$92,055 – City Portion (15%)
- **TAVT:** \$70,396– down 12.8% compared to 2015
- **See attached Revenue and Expenditure Comparison for 2016**
- **Total County Debt:** \$3,011,763 (See attached Debt Summary)
- **Audit Status:** Preliminary work for 2016 audit in December/January
- **Budget Status:** The 2017 Budget was approved on November 10, 2016.

#### **PURCHASING HIGHLIGHTS**

##### **Formal Solicitations**

- Bulk De-Icing Salt – Roads Department
- Creative Design & Printing for Budget Guide – Finance Department

##### **Informal Solicitations**

- Calcium Chloride Pellets
- HVAC Unit & Handler for VMP
- AED Units – Park & Rec
- Traffic Cones – Park & Rec

##### **Pending Projects**

- Debt Collection Services for Ambulance Transport Billing

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

- Dawson Forest Road Rehab
- Dawson Forest Pipe Rehab
- Ambulances (SPLOST VI) – On Order
- Soccer Lights for Park & Rec
- E-Verify Report to DOAS (Annual Report)
- Contract Renewals

##### **Future Bids**

- On-Call Electrical
- Janitorial Supplies

##### **Future Bids – SPLOST VI**

- Spreader Body Dump Truck
- Pothole Patching Machine
- Kelly Bridge Road Project (2)
- Steve Tate Highway Road Project (2)
- Equipment for Public Works
- Water Filtration System for DCGC & DCSO

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

|              | Actual at<br>10/31/2016 (1) | Percent of Budget<br>Actually Collected/<br>Expended | 2016 BOC (2)<br>Approved Budget | Over(Under)<br>Approved Budget | Percentage<br>Over(Under)<br>Approved Budget |
|--------------|-----------------------------|------------------------------------------------------|---------------------------------|--------------------------------|----------------------------------------------|
| Revenue      | \$ 17,246,778               | 76.31%                                               | \$ 22,600,577                   | \$ (5,353,799)                 | -23.69%                                      |
| Expenditures | 16,559,063                  | 73.27%                                               | 22,600,577                      | (6,041,514)                    | -26.73%                                      |
|              | <u>\$ 687,715</u>           | <u>3.04%</u>                                         | <u>\$ -</u>                     | <u>\$ 687,715</u>              | <u>3.04%</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 10/31/2016 because revenue collections are 30 days behind. The LOST revenues for the month of October 2016 were received in November 2016.

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

|                      |                                                                     |
|----------------------|---------------------------------------------------------------------|
| \$ 22,458,521        | Original Budget                                                     |
| \$ 28,777            | Donation Carryover Balances                                         |
| \$ 325               | January Donations Received                                          |
| \$ 3,088             | February Donations Received                                         |
| \$ -                 | March Donations Received                                            |
| \$ 4,349             | April Donations Received                                            |
| \$ 10,572            | May Donations Received                                              |
| \$ 31,825            | June Donations Received                                             |
| \$ 1,875             | July Donations Received                                             |
| \$ 3,425             | August Donations Received                                           |
| \$ 1,130             | September Donations Received                                        |
| \$ 56,690            | October Use of Fund Balance & Risk Management Safety Program Refund |
| <u>\$ 22,600,577</u> | Revised Budget                                                      |

**ACTUAL COMPARISON  
JANUARY - DECEMBER 2016**

| MONTH                     | Jan                 | Feb              | Mar               | Apr                 | May               | Jun                 | Jul               | Aug              | Sep                 | Oct                 | Nov          | Dec*         | YTD            |
|---------------------------|---------------------|------------------|-------------------|---------------------|-------------------|---------------------|-------------------|------------------|---------------------|---------------------|--------------|--------------|----------------|
| 2015 REVENUE              | 820,947             | 1,521,261        | 1,480,682         | 1,617,781           | 1,596,514         | 1,714,955           | 1,607,405         | 1,671,225        | 1,608,433           | 1,687,168           | 1,725,381    | 2,090,967    | 19,142,719     |
| 2016 REVENUE              | 921,793             | 1,569,223        | 1,585,578         | 1,770,358           | 1,697,033         | 1,777,332           | 1,689,769         | 1,691,667        | 1,667,390           | 2,876,635           |              |              | 17,246,778     |
| <b>% CHANGE</b>           | <b>12%</b>          | <b>3%</b>        | <b>7%</b>         | <b>9%</b>           | <b>6%</b>         | <b>4%</b>           | <b>5%</b>         | <b>1%</b>        | <b>4%</b>           | <b>71%</b>          | <b>-100%</b> | <b>-100%</b> | <b>-10%</b>    |
| 2015 EXPENSE              | 1,105,357           | 1,407,334        | 1,444,093         | 1,552,000           | 1,759,627         | 1,794,836           | 1,587,590         | 1,440,349        | 1,785,738           | 2,050,779           | 1,583,577    | 1,860,010    | 19,371,290     |
| 2016 EXPENSE              | 1,189,206           | 1,474,618        | 1,591,524         | 2,015,669           | 1,492,386         | 2,089,529           | 1,515,629         | 1,645,949        | 2,037,256           | 1,507,297           |              |              | 16,559,063     |
| <b>%CHANGE</b>            | <b>8%</b>           | <b>5%</b>        | <b>10%</b>        | <b>30%</b>          | <b>-15%</b>       | <b>16%</b>          | <b>-5%</b>        | <b>14%</b>       | <b>14%</b>          | <b>-27%</b>         | <b>-100%</b> | <b>-100%</b> | <b>-15%</b>    |
| <b>2015 Total Rev-Exp</b> | <b>\$ (267,413)</b> | <b>\$ 94,605</b> | <b>\$ (5,946)</b> | <b>\$ (245,311)</b> | <b>\$ 204,647</b> | <b>\$ (312,197)</b> | <b>\$ 174,140</b> | <b>\$ 45,718</b> | <b>\$ (369,866)</b> | <b>\$ 1,369,338</b> | <b>\$ -</b>  | <b>\$ -</b>  | <b>687,715</b> |

**REVENUE**  
YTD 2015 15,326,371  
YTD 2016 17,246,778  
% Changed 12.53%

**EXPEDITURES**  
YTD 2015 15,927,703  
YTD 2016 16,559,063  
% Changed 3.96%

\*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 Board of Commissioners

### Fleet Maintenance and Fuel Center Monthly Report – November 2016

#### FLEET

- **Preventative Maintenance Performed: 25**
- **Tires Mounted: 18**
- **Repair Orders Completed: 107**
- **Labor Hours: 196.1**
- **Labor Cost Savings: \$5,290.78**  
(Comparison of the Fleet Maintenance rate of \$43.02 per labor hour to outsourced vendors rate of \$70.00 per labor hour)
- **Parts Cost Savings: \$1,956.74**  
(Comparison of Dawson County's parts discounts to outsourced markup; average 20%)
- **Total Cost Savings for October: \$7,247.52**

#### FUEL CENTER

- **Average fuel center price per gallon:**  
Gasoline: \$1.70  
Diesel: \$1.92
- **Fuel Center Usage - Dawson County and Board of Education**  
Gasoline: 9,453.40 gallons; 700 transactions  
Diesel: 6,191.60 gallons; 176 transactions
- **Fuel Center Usage - Etowah Water and City of Dawsonville**  
Gasoline: 1,156.80 gallons; 64 transactions  
Diesel: 446.60 gallons; 16 transactions
- **Revenue from Etowah Water and City of Dawsonville: \$80.17**

#### HIGHLIGHTS

- Distributing draft of proposed Vehicle and Vehicle Take-Home Policy to staff for review
- Collecting small equipment list from departments to inventory and track assets



## Dawson County Board of Commissioners

### Human Resources Department Monthly Report – November 2016

#### **POSITION CONTROL**

- Positions approved by BOC: 434
- # of filled F/R Positions: 252
- # of filled F/T Positions: 0
- # of filled Grant Funded Positions: 9
- # of filled P/R Positions: 51
- # of filled P/T Seasonal Positions: 14
- # of Supplemental Positions: 51
- # of Vacant Positions: 25
- # of Frozen Positions: 32
- % of Budgeted/Actual Positions: 87%

#### **ADDITIONAL INFORMATION**

- FMLA/LOA tracking: 5
- WC and/or P & L claims filed: 2
- Unemployment claims received: 0
- Performance Evaluations received: 7
- Payroll/Benefit changes keyed: 203

#### **HIGHLIGHTS**

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

- Emergency Services- Full-Time Firefighter/EMT
- Emergency Services- Part-Time Firefighter/EMT
- Emergency Services- Part-Time Firefighter/Paramedic
- Magistrate Court- Part-Time Magistrate Clerk

##### **Applications Received: 3**

##### **New Hires added into system: 4**

- Jameson Kinley- Public Works
- Jacob Denson- Sheriff's Office
- David Morris- Sheriff's Office
- Christopher Reed- Sheriff's Office

##### **Terminations Processed: 3**

- Bob Bolz- Sheriff's Office
- Patrick Boyce- Sheriff's Office
- David Morris- Sheriff's Office

##### **Additional Highlights for November**

- HR Director Yarbrough renewed her certification through GDOT for Reasonable Suspicion Determination and Substance Abuse Management
- Prepared annual Affordable Care Act Report in preparation for January filing with the IRS
- Completed Affordable Care Act Transitional Reinsurance Program Annual Enrollment Contribution
- HR Director Yarbrough completed "Employment Law Update" and "Diversity in the Workplace" at the Fall GLGPA Conference
- HR Specialist Hudson completed "Records Management" and "Diversity in the Workplace" at the Fall GLGPA Conference
- Hosted Harassment and Awareness Training for Dawson County employees





## **Dawson County Board of Commissioners**

### Information Technology Monthly Report – November 2016

- **Calls for Service: 83**
- **Service Calls Completed: 83**
- **Windstream visits: 2**

#### **HIGHLIGHTS:**

- Working on fiber installation with Windstream and NGN
- Finished server migration
- Working with Dell on Email issues



## **Dawson County Board of Commissioners**

### Marshal Monthly Report – November 2016

- **Alcohol License Establishment Inspections: 3**
- **Alcohol Pouring Permits Issued: 28**
- **Animal Control Calls Handled: 132**
- **Animal Bites to Human investigated: 4**
  - 5 Quarantined – Passed
- **Animals Taken to DC Humane Society: 47**
- **Dangerous Dog Classification: 0**
- **Citations Issued: 0**
- **Complaint Calls/In Field Visits: 73**
- **After hour calls: 5**
- **Erosion Site Visits: 0**
- **E-911 Addresses Issued: 11**
- **Non-conforming Signs Removed: 0**

### **HIGHLIGHTS**

- Mandate training for Sheriff's office



## Dawson County Board of Commissioners

### Parks and Recreation Monthly Report - November 2016

- **Youth Sports Participants**
  - November 2016: 1,279 flat compared to same month last year.
  - YTD 2016: 13,373 up 17% compared to last year
- **Facility Rentals/Bookings/Scheduled Uses:**
  - November 2016: 907 down 7% compared to same month last year
  - YTD 2016: 12,146 down 5% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
  - November 2016: 60 down 20% compared to same month last year.
  - YTD 2016: 20,307 up 8% compared to last year
- **Total Customers Served:**
  - November 2016: 2,246 flat compared to same month last year
  - YTD 2016: 45,337 up 9% compared to last year

### HIGHLIGHTS

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

- Hosted semi-finals for NGYFA playoffs

#### **Park Projects:**

- All quotes received for batting cage replacement, scheduled for replacement by the end of December.
- Winter-Spring Activity Guide received.
- 2017 Sports Officials contract awarded to Amicalola Officials Association.
- Small equipment inventory completed for RCP and VMP.
- WHP and VMP pool winterized for the season.
- 3 boat ramps at WHP closed due to low water levels. The low water ramp remains open.

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

- Additional specialty programs for the month included basketball lessons, dance classes, adult boot camp, Kid Fit, Tai Chi, Yoga, and Hula Hoop Fitness.
- Meetings were held to explore options for a new Mountain Football League (MFL)
- Basketball games and wrestling matches began for the 2016-2017 season.

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

- Breakfast with Santa is December 3rd at RCP.
- Next Park Board meeting December 12<sup>th</sup> at 5:30PM.



## Dawson County Board of Commissioners

### Planning and Development Monthly Report – November 2016

- **Total Building permits Issued**
  - Nov 2016: 39 up 15%
  - YTD 2016: 469 up 9%
  - Single Family New Homes: 9 down 31%
  - Commercial Buildings: 10 down 17%
- **Business Licenses Issued:**
  - Oct 2016: 114 down 1%
  - YTD 2016: 1,598 up 8%
- **Total Building Inspections Completed:**
  - Oct 2016: 367 down 24%
  - YTD 2016: 4,010 up 9%
- **Variances/Zonings Processed:**
  - Oct 2016: 3 down 40%
  - YTD 2016: 52 up 6%
- **Plats Reviewed:**
  - Oct 2016: 8 down 27%
  - YTD 2016: 145 up 6%
- **Total Storm water/Erosion Inspections: 0**
- **Total Stormwater Warnings/Stop Work Orders Issued: 0**
- **Total Civil Plan Review Meetings: 3**
- **Total Building Plan Review Meetings: 5**

### HIGHLIGHTS

#### **Planning & Building Projects:**

- Looking at ways to working smarter vs. harder.
- Eliminate redundancy and time consumer/unproductive/unnecessary things.

#### **Licensed Businesses:**

- Continue to see new businesses opening. Code enforcement officers stay busy visiting businesses to update/renew their business licenses.

# **Dawson County**

## **November 2016**

### **New Business Licensing**

Dawson County has ten (10) New Commercial Businesses that have opened this month.

1. Ashley Jarrel Creations – Beautician Services  
4470 Highway 400 North
2. Cheryl Aldrich - Beautician Services  
30 Industrial Park Road, Suite 102
3. Donna’s Barber Shop - Beautician Services  
30 Industrial Park Road, Suite 102
4. Hacienda Bar and Grill - Restaurant  
219 Crossroads Boulevard, Suite 110
5. Pandora Ventures – Retail Jewelry  
800 Highway 400 South, Suite 365
6. Petco – Retail Pet Supplies  
136 Marketplace Parkway, Suite 980
7. Petsmart - Retail Pet Supplies  
145 Forest Boulevard, Suite 300
8. Redbox Automated Retail – DVD Rentals  
145 Forest Boulevard, Suite 100
9. Red’s Bakery – Retail Baked Goods  
30 Industrial Park Road, Suite 100
10. Top Cleaners II – Dry Cleaners  
145 Forest Boulevard, Suite 445

Home Based Business has two (2) New Locations and Home Office Business Licenses.

1. Etowah Real Estate Advisors – Real Estate Agent  
37 Gold Creek Court
2. Lighting Service – Mobile Auto Service  
2177 Kelly Bridge Road



## Dawson County Board of Commissioners

### Public Affairs Monthly Report – November 2016

#### **Website Activity**

- Page Views: 104,489
  - 34% increase from previous year; 28% decrease from previous month
- Unique Visitors: 17,078
  - 50% increase from previous year; 35% decrease from previous month

#### **Social Media**

- Contacts/Fans (Facebook): 1,414
  - 34% increase from previous year; 1% increase from previous month
- Contacts/Followers (Twitter): 228
  - 81% increase from previous year; 2% increase from previous month

#### **Citizen Care**

- 311 Calls: 6 (legitimate calls: 0)
- Requests: 0

#### **HIGHLIGHTS**

##### **Social Media and Website Promotions:**

- November newsletter
- National Election: Nov 8
- Veterans Day Observance: Nov 11
- Miscellaneous events and department activities
- EMS PR event with Chick-Fil-A
- Community Thanksgiving Dinner: Nov 23
- EMS Boot Drive to benefit KARE for Kids: Nov 25-26
- Mandatory Water Restrictions for Dawson County
- Dawson County Finance Department Receives Award for Excellence in Financial Reporting

##### **Plans for Upcoming Month:**

- December newsletter
- Breakfast With Santa: Dec 3
- Christmas Bazaar: Dec 3
- Reception for Mike Berg and James Swafford: Dec 13
- Swearing-In Ceremony: Dec 22
- Offices closed: Dec 23 and Dec 26 in observance of the Christmas holiday
- Evaluate options for social media archiving



## Dawson County Board of Commissioners

### Public Works Monthly Report – November 2016

#### **ROADS:**

- Work Orders: 56
- Mowing: 110.22 road miles
  - 278.8 (Total miles including all passes)
- Gravel: 114 tons

#### **ENGINEERING/GIS:**

- Martin Road will be rehabilitated the first few weeks of December which will wrap up LMIG for 2016.

#### **TRANSFER STATION:**

- Solid Waste: 538.05 tons
- Recycling: 33.69 tons
- Recycling scrap metal: 11.19 tons



## Dawson County Board of Commissioners

### Dawson County Senior Services Monthly Report – November 2016

#### **SENIOR CENTER**

- **Home Delivered Meals Served**
  - November 2016: 1,468 no change compared to same month last year
  - YTD 2016: 18,139 no change compared to last year
- **Congregate Meals Served**
  - November 2016: 570 up 21% compared to same month last year
  - YTD 2016: 5,979 up 14% compared to last year
- **Physical Activity Participation**(Tai Chi, Silver Sneakers, individual fitness)
  - November 2016: 350 up 8% compared to same month last year
  - YTD 2016: 4,101 up 15% compared to last year
- **Lifestyle Management Participation**(art, bridge, bingo, awareness, prevention)
  - November 2016: 343 up 21% compared to same month last year
  - YTD 2016: 2,717 up 7% compared to last year

#### **HIGHLIGHTS**

- Senior Clients enjoyed a special presentation by DCEMS on Senior Safety. They also installed smoke detectors in clients' homes that were in need.
- Senior Clients enjoyed a Bucket List Trip to several apple houses in the Ellijay area on November 9<sup>th</sup>.
- On Nov. 4, Senior Services & 9<sup>th</sup> District registered clients to receive up to \$350 on their power or gas bill.
- Special Music is held every Friday at the center at 11:00AM
- Silver Sneakers classes continue on Tuesday and Thursday. Bible Study on First Tuesday and every Thursday as well as Art/Jewelry Classes on Thursday and Friday. Tai Chi is offered Monday and Wednesday. A new Chair Yoga Class is being held on Friday's at 10:00 a.m. at the center also.

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

- Dec 2: Movie and Birthday Celebration
- Dec 5: "Outside The Lines" Field Trip
- Dec 6: BINGO w/ Retired Teachers of Dawson County
- Dec 7: Kroger
- Dec 9: Amicalola Falls Christmas Lunch
- Dec 12: Dawson Family Physicians Presentation
- Dec 13,19,27: BINGO
- Dec 14, 21: Wal Mart
- Dec 16: Christmas Party w/ Santa & Friends
- Dec 20: Christmas "Dollar Holler"
- Dec 28: Dollar General

#### **TRANSIT**

- **DOT Trips Provided**
  - November 2016: 207 down 17% compared to same month last year
  - YTD 2016: 2,938 down 3% compared to last year
- **Senior Trips Provided**
  - November 2016: 494 down 22% compared to same month last year
  - YTD 2016: 5,967 down 17% compared to last year
- **# of Miles**
  - November 2016: 7,234 down 3% compared to same month last year
  - YTD 2016: 86,117 up 5% compared to last year
- **Gallons of Fuel**
  - November 2016: 849 up 6% compared to same month last year
  - YTD 2016: 10,490 up 7% compared to last year



**Backup material for agenda item:**

11. County Attorney Report


**Privileged and Confidential**

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

**Memorandum**

To: Chairman and Commissioners

Date: December 6, 2016

From: Joey Homans 

Re: County Attorney Report

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1. Request to declare real property surplus. Mark Weischedel submitted the attached request to declare certain property surplus. Mr. Weischedel wants to submit a bid to purchase between 3-5 acres of land the County owns adjacent to Burt Creek Road. Georgia law requires that the County first declare real property surplus and then sell the property via sealed bid or auction, unless the property is to be sold to the school board or another governmental agency. I understood from Mr. Weischedel that other individuals may seek to bid on all or a portion of the entire acreage owned by the County. The County acquired the real property in the late 90's or early 2000's with the plan to locate the new courthouse and/or new jail on the property. Thereafter, the County deemed the property unsuitable for those purposes. I will await your direction and proceed accordingly.
2. SPLOST V distribution. I delivered you a separate memorandum regarding the City's claim and various options.
3. Mobilitie ROW Permit. Dave and I are reviewing a ROW permit application to locate structures within the County ROW. Mobilitie qualifies as a utility according to the Public Service Commission and is entitled to the issuance of a permit unless the structure interferes with the use of the County road system.

Joey

11-28-2016

To Whom it may concern:

I Mark Weischedel am interested in Purchasing 3 to 5 acres from the county. The land which I am interested in to build a residential Home for myself and my family is located on Burt Creek Rd. and is part of the 75 Acres Between Burt Creek + Shoal creek Rd.

Thank You!  
MW 

Mark Weischedel  
85 Aplomado Ln. W.  
Dawsonville, GA. 30534

(706) 974-5662