DAWSON COUNTY BOARD OF COMMISSIONERS
VOTING SESSION AGENDA - THURSDAY, JANUARY 17, 2019
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
6:00 PM

A. ROLL CALL

B. INVOCATION

C. PLEDGE OF ALLEGIANCE

D. ANNOUNCEMENTS

E. APPROVAL OF MINUTES

Minutes of the Voting Session held on December 20, 2018
Minutes of the Special Called Meeting held on December 21, 2018
Minutes of the Special Called Meeting held on December 27, 2018
Minutes of the Work Session held on January 10, 2019

F. APPROVAL OF AGENDA

G. PUBLIC COMMENT

H. ZONING

1. ZA 18-07 - John and Rachel Senter have made a request for a rezoning subject to County Commission approval. They are seeking to change the current zoning of RSRMM (Residential Sub Rural Manufactured Moved) to RA (Residential Agricultural/Residential Exurban) for the purposed use of building an accessory structure prior to their primary residence. The subject property is zoned RSRMM (Residential Sub Rural Manufactured Moved) and is located at TMP 095 150 002.

I. UNFINISHED BUSINESS

1. Consideration of the Comprehensive Plan (*tabled following a Public Hearing at the January 10, 2019, Work Session)*

J. NEW BUSINESS

1. Consideration of Georgia Trauma Commission Grant Application Request
2. Consideration of IFB #330-18 - 15-Foot Rock Gravel Spreader Award Request
3. Consideration of Professional Exemption for Medical Director Services for the Dawson County Detention Center
4. Consideration of Sole Source Purchase Request for Computer Aided Dispatch System Upgrade
5. Consideration of Purchasing Policy Ordinance and Purchasing Card Program Policies and Procedures Update Recommendation
6. Consideration of Intergovernmental Agreement with the City of Dawsonville for Municipal Elections

7. Consideration of Revised Intergovernmental Agreement with Pickens County Regarding Fire Protection for the Wildcat Community
8. Consideration of Board Appointments:
    a. Chestatee-Chattahoochee Resource Conservation & Development Council
        i. Sharon Fausett- *reappointment* (Term: January 2019 through December 2022)
        ii. George Lyons- *reappointment* (Term: January 2019 through December 2022)
9. Appointment of County Clerk
10. Appointment of Board of Commissioners Vice Chair

K. PUBLIC COMMENT

L. ADJOURNMENT

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

Backup material for agenda item:

Minutes of the Voting Session held on December 20, 2018

DAWSON COUNTY BOARD OF COMMISSIONERS
VOTING SESSION MINUTES - DECEMBER 20, 2018
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
6:00 PM

ROLL CALL: Those present were Chairman Thurmond; Commissioner Fausett, District 1; Commissioner Gaines, District 2; Commissioner Hamby, District 3; Commissioner Nix, District 4; County Attorney Frey; County Clerk Cloud; and interested citizens of Dawson County. County Manager Headley was not present.

OPENING PRESENTATION:
Development Authority of Dawson County (DADC) Update- DADC Chairman Brian Trapnell, who was joined for a portion of the presentation by Chamber of Commerce President Christie Haynes Moore.

INVOCATION: Chairman Thurmond

PLEDGE OF ALLEGIANCE: Chairman Thurmond

ANNOUNCEMENTS:
Chairman Thurmond announced that there would be a Special Called Meeting at 10 a.m. December 21, 2018; a swearing-in ceremony for elected officials at 11 a.m. December 27, 2018; and that the next Board of Commissioners meeting would be held January 10, 2019.

APPROVAL OF MINUTES:
Motion passed unanimously to approve the Minutes of the Special Called Meeting held on December 6, 2018. Nix/Gaines

Motion passed unanimously to approve the Minutes of the Voting Session held on December 6, 2018. Gaines/Hamby

Motion passed unanimously to approve the Minutes of the Work Session held on December 13, 2018. Fausett/Hamby

APPROVAL OF AGENDA:
Motion passed unanimously to approve the agenda as presented. Gaines/Nix

PUBLIC COMMENT:
None

ZONING:
ZA 18-06 - Corey Gutherie on behalf of Tanco Investments LLC has made a request for a rezoning subject to County Commission approval. He is seeking to change the current zoning of RA (Residential Agricultural/Residential Exurban) to RSR (Residential Sub Rural) for the proposed use of a minor subdivision to three 1-acre residential lots on community water and septic. The subject property is zoned RA (Residential Sub-Rural) and is located at TMP L18 075.

Chairman Thurmond announced that if anyone had contributed more than $250 to the commissioners or chairman in the past two years and wished to speak they would have to fill out a disclosure form, which would be made available to them. Under normal program, ten minutes will be given to those who wish to speak in favor of or opposition to with some redirect, time permitting.

Planning & Development Director Jameson Kinley said the subject property is located on War Hill Park Road, about one mile on the right past Liberty Church Road. He said the Planning & Development department looked to the county's future land use map to form its recommendation of approval without stipulations, as the applicant's intention for the property meets the future land use plan's guidelines. Kinley said the Planning Commission recommended approval of the application as presented.

Corey Gutherie, a civil engineering consultant representing the applicant, said the subject property is wooded and currently is not used. Gutherie said, "We feel this is an appropriate zoning for this particular property given its location on War Hill Park Road." He said neither he nor the applicant have received any negative feedback from those whom they have reached out to about rezoning the subject property.

Chairman Thurmond asked if there was anyone wishing to speak either for or against the application and, hearing none, closed the hearing.

Motion passed 3-1 to approve ZA 18-06. Gaines/Hamby- Commissioner Fausett opposed

UNFINISHED BUSINESS

Consideration of Annexations #C8-00209 and #C8-00210 (discussed at the December 13, 2018, Work Session)

Motion passed unanimously to approve for the county attorney to send a letter to the city of Dawsonville withdrawing the county's objection to Annexations #C8-00209 and #C8-00210. This follows the Dawsonville City Council's approval to revise the zoning terms for the project so that the allowable density would be reduced from the proposed 3.7 units per acre down to a maximum of 3.2 units per acre. Nix/Hamby

NEW BUSINESS

Presentation and Consideration of Family Connection Fiscal Agent Request

Motion passed unanimously to approve the Family Connection Fiscal Agent Request. Fausett/Gaines

Consideration to Move Forward with a Public Hearing Regarding the Comprehensive Plan

Motion passed unanimously to approve to Move Forward with a Public Hearing on January 10, 2019, Regarding the Comprehensive Plan. Gaines/Hamby

Ratification of Geographic Information System Summer Intern Grant Application Request

Motion passed unanimously to ratify the Geographic Information System Summer Intern Grant Application Request. Hamby/Fausett

Consideration of 2019 Georgia Forestry Commission Grant Application Request

Motion passed unanimously to approve the 2019 Georgia Forestry Commission Grant Application Request. Fausett/Nix

Ratification of Georgia Child Passenger Safety Mini-Grant Application Request
Motion passed unanimously to ratify the Georgia Child Passenger Safety Mini-Grant Application Request. Fausett/Gaines

Consideration of IFBs #316-18 - Course Aggregate & Miscellaneous Items; and #318-18 - Hot Asphaltic Mix
Motion passed unanimously to approve IFBs #316-18 - Course Aggregate & Miscellaneous Items; and #318-18 - Hot Asphaltic Mix; to accept the bids submitted and to award an annual contract for course aggregate to Vulcan Materials and an annual contract for hot asphaltic mix to three bidders - Baldwin Paving Company, Blount Construction Company and C.W. Matthews Contracting Company – for their respective best-priced items. All contracts will be for one year beginning January 1, 2019, with two possible renewal option years separately. Hamby/Fausett

Consideration of IFB #329-18 - Lumpkin Campground / State Route 53 Curb Contractor Approval Request
Motion passed unanimously to approve IFB #329-18 - Lumpkin Campground / State Route 53 Curb Contractor Approval Request; to accept and award the bid to the most qualified contractor, Vertical Earth Inc., in the amount of $58,624.44. Money will come from SPLOST VI funds. Nix/Gaines

Consideration of GATEway Grant
Motion passed 3-1 to accept the $46,690 GATEway Grant and to approve $69,556.85 from the general fund budget to fund the $116,246.85 landscape project in the area of Georgia Highway 400 and Carlisle Road. Nix/Fausett- Commissioner Gaines opposed

Consideration of FY 2019 Department of Human Services / Deanna Specialty Transportation Inc. Contract
Motion passed unanimously to approve the FY 2019 Department of Human Services / Deanna Specialty Transportation Inc. Contract. Fausett/Gaines

Consideration of Board Appointments:

- *Tax Assessors*
  - *Jim Perdue- reappointment (Term: January 2019 through December 2023)*
- *Department of Family and Children Services*
  - *Nancy Stites- replacing Vickie Porter (Term: December 2018 through July 2019)*
- *Planning Commission*
  - *John Dooley, Chairman appointee- reappointment (Term: January 2019 through December 2020)*
  - *Jason Hamby, District 1 appointee- reappointment (Term: January 2019 through December 2020)*
  - *John Maloney, District 2 appointee- reappointment (Term: January 2019 through December 2020)*
  - *Tim Bennett, District 3 appointee- reappointment (Term: January 2019 through December 2020)*
  - *Neil Hornsey, District 4 appointee- reappointment (Term: January 2019 through December 2020)*

Motion passed unanimously to reappoint Jim Perdue to the Tax Assessors Board with a term of January 2019 through December 2023. Nix/Gaines

Motion passed unanimously to appoint Nancy Stites to the Department of Family and Children Services Board with a term of December 2018 through July 2019. Hamby/Gaines

Motion passed unanimously to approve all Planning Commission Board reappointments as presented and to adjust this board's member terms going forward to correspond with their respective district commissioner terms. Nix/Fausett

PUBLIC COMMENT:

Tony Passarello- Dawsonville, Georgia, thanked Commissioner Hamby for his service.

Terri Tragesser- Dawsonville, Georgia, thanked Commissioner Hamby for his service.

ADJOURNMENT:

APPROVE: ATTEST:

Billy Thurmond, Chairman Kristen Cloud, County Clerk

DRAFT

Backup material for agenda item:

Minutes of the Special Called Meeting held on December 21, 2018

DAWSON COUNTY BOARD OF COMMISSIONERS
SPECIAL CALLED MEETING MINUTES - DECEMBER 21, 2018
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
10:00 AM

ROLL CALL: Those present were Chairman Thurmond; Commissioner Fausett, District 1; Commissioner Gaines, District 2; Commissioner Hamby, District 3; Commissioner Nix, District 4; County Clerk Cloud; and interested citizens of Dawson County.

APPROVAL OF AGENDA:
Motion passed unanimously to approve the agenda as presented. Gaines/Hamby

EXECUTIVE SESSION:
Motion passed unanimously to enter into Executive Session to discuss personnel. Fausett/Nix

Motion passed unanimously to come out of Executive Session. Nix/Gaines

ADJOURNMENT:

APPROVE:

Billy Thurmond, Chairman

ATTEST:

Kristen Cloud, County Clerk

DRAFT

Backup material for agenda item:

Minutes of the Special Called Meeting held on December 27, 2018

DAWSON COUNTY BOARD OF COMMISSIONERS
SPECIAL CALLED MEETING MINUTES - DECEMBER 27, 2018
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
1:00 PM

ROLL CALL: Those present were Chairman Thurmond; Commissioner Fausett, District 1; Commissioner Gaines, District 2; Commissioner Hamby, District 3; Commissioner Nix, District 4; Human Resources Director Yarbrough filling in for County Clerk Cloud; and interested citizens of Dawson County.

APPROVAL OF AGENDA:
Motion passed unanimously to approve the agenda as presented. Nix/Hamby

NEW BUSINESS:
Board of Commissioners consideration and possible approval of a Retirement Agreement between Monroe Lynn Frey and Dawson County;
Motion passed unanimously to approve a Retirement Agreement between Monroe Lynn Frey and Dawson County. Nix/Gaines

Board ratification of a Retention Agreement between Dawson County and Jarrard & Davis, LLP to provide legal services regarding a personnel matter;
Motion passed unanimously to ratify a Retention Agreement between Dawson County and Jarrard & Davis, LLP to provide legal services regarding a personnel matter. Fausett/Gaines

Board ratification of an Interim Agreement between Dawson County and Jarrard & Davis, LLP to serve as interim Dawson County Attorneys for a period of 60 days.
Motion passed unanimously to ratify an Interim Agreement between Dawson County and Jarrard & Davis, LLP to serve as interim Dawson County Attorneys for a period of 60 days. Gaines/Nix

ADJOURNMENT:

APPROVE:

Billy Thurmond, Chairman

ATTEST:

Kristen Cloud, County Clerk

DRAFT

Backup material for agenda item:

Minutes of the Work Session held on January 10, 2019

DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION MINUTES - JANUARY 10, 2019
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
4:00 PM

Those present were Chairman Thurmond; Commissioner Fausett, District 1; Commissioner Gaines, District 2; Commissioner Satterfield, District 3; Commissioner Nix, District 4; County Manager Headley; Interim County Attorney Jarrard; County Clerk Cloud; and interested citizens of Dawson County.

NEW BUSINESS

1. Presentation of Georgia Trauma Commission Grant Application Request- Emergency Services Director Danny Thompson
   This item will be placed on the January 17, 2019, Voting Session Agenda.

2. Presentation of IFB #330-18 - 15-Foot Rock Gravel Spreader Award Request- Public Works Director David McKee / Purchasing Manager Melissa Hawk
   This item, presented by Public Works Director David McKee, will be placed on the January 17, 2019, Voting Session Agenda.

3. Presentation of Professional Exemption for Medical Director Services for the Dawson County Detention Center- Purchasing Manager Melissa Hawk
   This item will be placed on the January 17, 2019, Voting Session Agenda.

4. Presentation of Sole Source Purchase Request for Computer Aided Dispatch System Upgrade- Purchasing Manager Melissa Hawk
   This item will be placed on the January 17, 2019, Voting Session Agenda.

5. Presentation of Purchasing Policy Ordinance and Purchasing Card Program Policies and Procedures Update Recommendation- Purchasing Manager Melissa Hawk
   This item will be placed on the January 17, 2019, Voting Session Agenda.

6. Presentation of Intergovernmental Agreement with the City of Dawsonville for Municipal Elections- Interim County Attorney
   This item will be placed on the January 17, 2019, Voting Session Agenda.

7. Presentation of Revised Intergovernmental Agreement with Pickens County Regarding Fire Protection for the Wildcat Community- Chairman Thurmond
   This item will be placed on the January 17, 2019, Voting Session Agenda.

8. Presentation of Board Appointments:
   a. Chestatee-Chattahoochee Resource Conservation & Development Council
      i. Sharon Fausett- *reappointment* (Term: January 2019 through December 2022)
      ii. George Lyons- *reappointment* (Term: January 2019 through December 2022)

   This item will be placed on the January 17, 2019, Voting Session Agenda.

9. County Manager Report
   This item was for information only.

10. County Attorney Report
    This item was for information only.

PUBLIC HEARING:

Comprehensive Plan (1st of 1 hearing)

Georgia Mountains Regional Commission (GMRC) Planning Director Adam Hazell said the last time he was before the Board of Commissioners that there was some discussion about the approach of using character areas on behalf of the future development strategy for the Comprehensive Plan. "The charge was to go back and look at that using more of the conventional future land use type that would change the categories and change some of the map." Hazell said that either the character area approach or land use approach could work. He said the county previously has used the future land use approach. Hazell, who said he met with the county's Long Range Planning Committee (LRPC) on January 4, 2019, noted that the committee requested to revisit and review the Comprehensive Plan over the next year regardless of which version the Board of Commissioners approved.

Chairman Thurmond opened the hearing by asking if there was anyone present who wished to be heard on the Comprehensive Plan.

The following spoke on the Comprehensive Plan:

- Christie Haynes Moore, Dawsonville, Georgia, spoke on behalf of the Dawson County Chamber of Commerce. Moore said the Comprehensive Plan is a document that some people "live and breathe every single day" and that it plays an important role in setting expectations for the future. She said the Chamber would argue that the character area map "makes absolutely the most sense." Moore said the character area map "allows for us to accommodate and be flexible to those things that we really just can't foresee right now." Moore encouraged the Board of Commissioners to "pick one [version] or the other but, whichever one we do, I hope we can invest a little more time in making sure it's really correct and a guiding document that we don't have to come back and change over and over again…"

- Hugh Stowers Jr., Dawsonville, Georgia, commended Hazell's work on the Comprehensive Plan.

- Tony Passarello, Dawsonville, Georgia, said the Comprehensive Plan essentially could be described in three parts: a section that carries over what has been done previously; a section that reflects the current environment; and a section that "paints a picture of where we want to be" - the latter of which needs to be examined further, according Passarello. He said a "comprehensive look" needs to be taken at State Route 53 from the Forsyth County line to Dawsonville since "that stretch of road will probably be expanded" in the future. He said, while potential for the Comprehensive Plan is there, he asked for the

Board of Commissioners' "continued support to handle [any] contingencies as they come up."

- Terri Tragesser, Dawsonville, Georgia, spoke on behalf of the LRPC. Tragesser thanked the county's Planning & Development department and Hazell for their work on the Comprehensive Plan project. Tragesser said the LRPC was "late to the party" and began the official review process "later rather than earlier." She said the LRPC has questions regarding the character area map versus the future land use map, noting that the group currently is more comfortable with the future land use map until it can understand more about the character area version. She said the LRPC views the Comprehensive Plan process "not as a sprint but as a marathon" and that the group is "here to do the work."

Chairman Thurmond asked if there was anyone else present who wished to speak on the Comprehensive Plan and, hearing none, closed the hearing.

Motion passed unanimously to table the Comprehensive Plan until the January 17, 2019, Voting Session. Gaines/Satterfield

APPROVE: ATTEST:

Billy Thurmond, Chairman Kristen Cloud, County Clerk

DRAFT

Backup material for agenda item:

1. ZA 18-07 - John and Rachel Senter have made a request for a rezoning subject to County Commission approval. They are seeking to change the current zoning of RSRMM (Residential Sub Rural Manufactured Moved) to RA (Residential Agricultural/Residential Exurban) for the purposed use of building an accessory structure prior to their primary residence. The subject property is zoned RSRMM (Residential Sub Rural Manufactured Moved) and is located at TMP 095 150 002.

Dawson County Rezoning Application

Application Requirements/Applicant Checklist

✓ 1. Pre-Application meeting with Planning & Development Staff (voluntary)

✓ 2. Completed Application to include:
Property Owner Authorization (if acting agent)
✓ Adjoining Property Owner information (found on the Tax Assessor's website)
✓ Notice of RA Agency form (if applicable)

3. Letter of Intent

✓ 4. Letter from Environmental Health Department (706-265-2930) for review of septic

✓ 5. Recorded Plat of the property (Clerk of Court)

✓ 6. Site plan drawn to scale of any proposed structures no building plans yet just changing zoning
*Commercial rezoning require more information – please see insert

✓ 7. Paid tax receipt for most current year (Tax Commissioner's office) 2017. 2018 not Due yet

✓ 8. Aerial location map of the subject property (i.e. Mapquest)

✓ 9. Check or Money Order in the correct amount made payable to Dawson County

✓ 10. Completed Affidavit for Issuance of a Public Benefit.

This application packet contains all of the information required to submit a change in a zoning category. If, after reading this, you have questions, please contact Planning & Development at (706) 344–3500 extension 42335. It is strongly suggested that an applicant schedule a pre-application meeting with staff prior to submitting the application.

To avoid unnecessary delays, please be sure the application is complete. Incomplete applications **without all required attachments will be REJECTED.**

It is the applicant's responsibility to attend the Public Hearings and be able to answer any questions regarding the request. If you are uncomfortable in this role, you may want to seek the help of a lawyer, surveyor or other professional.

FAILURE TO APPEAR AT MEETINGS CONSTITUTES ABANDONMENT AND DISMISSAL OF THE CASES, UNLESS THE APPLICANT SHOWS JUST CAUSE BY REASON OF ILLNESS/HEALTH ISSUES OR OTHER EMERGENCY WITHIN A REASONABLE TIME, IN WRITING, AND ACCOMPANIED BY NEW COSTS FOR RE-ADVERTISEMENT AND HEARING.

Dawson County Board of Commissioners

Chairman **Billy Thurmond** 230 Brookwood Drive Dawsonville, GA 30534 706-525-9255 Fax: 706-344-3889 chairman@dawsoncounty.org	**District 3** **Jimmy Hamby** 168 Barker Road Dawsonville, GA 30534 678-300-5523 district3@dawsoncounty.org
District 1 **Sharon Fausett** 11524 Highway 136 West Dawsonville, GA 30534 706-265-8432 district1@dawsoncounty.org	**District 4** **Julie Hughes Nix** 87 Julington Court Dawsonville, GA 30534 706-531-6185 district4@dawsoncounty.org
District 2 **Chris Gaines** 228 Stillwater Lane Dawsonville, GA 30534 (706) 344-2628 District2@dawsoncounty.org	**County Manager** **David Headley** 25 Justice Way, Suite 2236 Dawsonville, GA 30534 706-344-3501 ext. 42236 dheadley@dawsoncounty.org

Planning Commission Members

Chairman Appointee **John Emory Dooley** 2677 Grizzle Road Dawsonville, GA 30534 (678) 776-2355 edooley@dawsoncounty.org	**District 1** **Jason Hamby** **Chairman** 1362 Bailey Waters Road Dawsonville, GA 30534 (706) 265-1382 jahamby@dawsoncouty.org
District 2 **John Maloney** 9 Bent Ridge Road Dawsonville, GA 30534 (678) 936-0347 jmaloney@dawsoncounty.org	**District 3** **Tim Bennett** 327 Couch Road Dawsonville, GA 30534 (678) 776-5443 or (706) 216-1784 tbennett@dawsoncounty.org
District 4 **Neil Hornsey** P.O. Box 1776 Dawsonville, GA 30534 706-974-3350 nhornsey@dawsoncounty.org	**ALTERNATES' INFORMATION:** **HAYNES JOHNSON** (Jason Hamby) 10175 Big Canoe, Jasper, GA 30143; (706) 579-1048; hjohnson@dawsoncounty.org **JEFF LOOPER** (John Maloney) 3679 Highway 53 East Dawsonville, GA 30534; (706) 265-2871; jlooper@dawsoncounty.org **PENNY PINION** (Tim Bennett) 239 Hugh Stowers, Dawsonville, GA 30534 **MIKE MILLER** (Neil Hornsey) 711 Elliott Road, Dawsonville, GA 30534; (770) 287-4967 & (706) 265-2732; mamiller@dawsoncounty.org

2018 Rezoning/Variance Submittal Dates and Meeting Schedules

Submittal Dates @12:00 p.m.	Planning Commission Meeting Dates (6:00 p.m.)	Board of Commissioners Meeting Dates for Rezoning Hearings (6:00 p.m.)
December 8, 2017	January 16, 2018	February 15, 2018
January 12, 2018	February 20, 2018	March 15, 2018
February 9, 2018	March 20, 2018	April 19, 2018
March 9, 2018	April 17, 2018	May 17, 2018
April 6, 2018	May 15, 2018	June 21, 2018
May 11, 2018	June 19, 2018	July 19, 2018
June 8, 2018	July 17, 2018	August 16, 2018
July 13, 2018	August 21, 2018	September 20, 2018
August 10, 2018	September 18, 2018	October 18, 2018
September 7, 2018	October 16, 2018	November 15, 2018
October 12, 2018	November 20, 2018	December 20, 2018
November 9, 2018	December 18, 2018	TBD
December 14, 2018	TBD	TBD

Prior to the submittal date, applicants are encouraged to request and participate in a pre-application conference with staff to discuss the particulars of the request and/or potential coordination with the requirements of the Comprehensive Plan and the Future Land Use map.

Applications may be submitted at anytime during the month prior to the submittal deadline date and time. However, **APPLICATIONS MUST BE SUBMITTED BY 12:00 NOON ON THE SUBMITTAL DATE LISTED ABOVE** to be considered for that cycle.

Please be aware that each monthly rezoning cycle has a maximum number of agenda items limited to eight (8) applications. If that number is met, then your application will be placed on the next monthly cycle.

The above schedule is subject to change. Check the local legal organ for meeting dates and times. If you have any questions, please call the Planning & Development office at (706) 344-3500 extension 42335.

REGULAR MONTHLY MEETINGS OF THE PLANNING COMMISSION AND THE BOARD OF COMMISSIONERS MEET IN THE DAWSON COUNTY GOVERNMENT CENTER, ASSEMBLY ROOM 2303 LOCATED AT 25 JUSTICE WAY, DAWSONVILLE, GEORGIA.

Planning Commission meetings begin at 6:00 p.m.
The Board of Commissioners meetings begin at 6:00 p.m.

Dawson County Fee Schedule

RT (Residential Town)	$250.00
RL (Residential Lakefront)	$250.00
RS (Residential Suburban)	$250.00
RSR (Residential Sub-Rural)	$250.00
RSRMM (Residential Sub-Rural Manufactured/Moved)	$250.00
RMF (Residential Multi-Family)	$350.00
RA (Residential Exurban/Agricultural)	$150.00
RRE (Residential Rural Estate)	$150.00
RPC (Residential Planned Community)	$500.00
RMHP (Residential Manufactured/Mobile Home Park)	$300.00
C-RB (Commercial Rural Business)	$500.00
C-CB (Commercial Community Business)	$500.00
C-HB (Commercial Highway Business)	$2,500.00
C-PCD (Commercial Planned Comprehensive Development) ****ADDED FEE ACCORDING TO LAND RESOLUTION SECTION 404, I**	$2,500.00 $400.00 **TOTAL $2,900.00**
C-OI (Commercial Office Institutional)	$2,500.00
C-IR (Commercial Industrial Restricted)	$2,500.00
Communication Tower (Conditional Use)	$2,500.00
Home Occupation	$50.00
Variance	$300.00
Special Use Permits are based on the Current Zoning District	VARIES
Appeals	$225.00

The fee schedule is subject to change by the Board of Commissioners. Please check with Planning & Development staff if you have any questions.

DAWSON COUNTY REZONING APPLICATION

This portion to be completed by Zoning Administrator

ZA 18.07 Tax Map & Parcel # (TMP): 095 150 002

Submittal Date: Nov. 8 2018 Time: 4:38 am/pm Received by: mg (staff initials)

Fees Assessed: 150.00 Paid: Check Commission District: _____

Planning Commission Meeting Date: December 18, 2018

Board of Commissioners Meeting Date: January , 2019

APPLICANT INFORMATION (or Authorized Representative)

Printed Name: John & Rachel Senter

Address: _____

Phone: (Listed / Unlisted) _____ Email: Business / (Personal) _____

Status: [X] Owner [ ] Authorized Agent [ ] Lessee [ ] Option to purchase

Notice: If applicant is other than owner, enclosed Property Owner Authorization form must be completed.

I have X /have not _____ participated in a Pre-application meeting with Planning Staff.

If not, I agree _____ /disagree _____ to schedule a meeting the week following the submittal deadline.

Meeting Date: 11/8/18 Applicant Signature: Rachel L. Senter

PROPERTY OWNER/PROPERTY INFORMATION

Name: John & Rachel Senter

Street Address of Property being rezoned: 095 150 013
095 150 002

Rezoning from: RSRMM to: RA Total acreage being rezoned: 22.095

Directions to Property: 53 to Thompson Rd. to Ratcliff Dr.

'18NOV 8 4:38PM

Subdivision Name (if applicable): _____ Lot(s) #: _____

Current Use of Property: undeveloped land

Any prior rezoning requests for property? NO if yes, please provide rezoning case #: ZA _____

***Please refer to Dawson County's Georgia 400 Corridor Guidelines and Maps to answer the following:**

Does the plan lie within the Georgia 400 Corridor? _____ (yes/no)

If yes, what section? _____

SURROUNDING PROPERTY ZONING CLASSIFICATION:

North RSR South RSRMM + RA East RA West RSR

Future Land Use Map Designation: _____

Access to the development will be provided from:

Road Name: Ratcliff Dr. Type of Surface: _____

REQUESTED ACTION & DETAILS OF PROPOSED USE

[X] Rezoning to: RA [ ] Special Use Permit for: _____

Proposed Use: Resident and Barn

Existing Utilities: [ ] Water [ ] Sewer [ ] Gas [ ] Electric

Proposed Utilities: [X] Water [ ] Sewer [ ] Gas [X] Electric

RESIDENTIAL

No. of Lots: _____ Minimum Lot Size: _____(acres) No. of Units: _____

Minimum Heated Floor Area: _____ sq. ft. Density/Acre: _____

Type: [ ] Apartments [ ] Condominiums [ ] Townhomes [ ] Single-family [ ] Other

Is an Amenity Area proposed: _____; if yes, what? _____

COMMERCIAL & INDUSTRIAL

Building area: _____ No. of Parking Spaces: _____

APPLICANT CERTIFICATION

I hereby request the action contained within this application relative to the property shown on the attached plats and site plan and further request that this item be placed on both the Planning Commission and Board of Commissioners agenda(s) for a public hearing.

I understand that the Planning & Development staff may either accept or reject my request upon review. My request will be rejected if all the necessary data is not presented.

I understand that I have the obligation to present all data necessary and required by statute to enable the Planning Commission and the Board of Commissioners to make an informed determination on my request. I will seek the advice of an attorney if I am not familiar with the zoning and land use requirements.

I understand that my request will be acted upon at the Planning Commission and Board of Commissioner hearings and that I am required to be present or to be represented by someone able to present all facts. I understand that failure to appear at a public hearing may result in the postponement or denial of my rezoning of special use application. I further understand that it is my responsibility to be aware of relevant public hearing dates and times regardless of notification from Dawson County.

I hereby certify that I have read the above and that the above information as well as the attached information is true and correct.

Signature _____ Date 11/7/18

Witness _____ Date _____

WITHDRAWAL

Notice: This section only to be completed if application is being withdrawn.

I hereby withdraw application # _____

Signature _____ Date _____

Withdrawal of Application:
Withdrawals of any application may be accommodated within the Planning & Development Department if requested before the Planning Commission agenda is set. Therefore, withdrawals may not be made after ten (10) days prior to the scheduled Planning Commission meeting hearing, unless accompanied by written request stating specific reasons for withdrawal. This withdrawal request is to be published in the legal organ prior to the meeting. Following the written request and publication the Planning Commission will vote to remove the item from the agenda at the scheduled hearing. Please note that should the withdrawal be denied, the item will receive deliberation and public hearing with a decision by the Planning Commission. Further, the applicant is encouraged to be present at the hearing to substantiate reasons for withdrawal. Please note that no refund of application fees may be made unless directed by the Board of Commissioners.

ZA 18.07 TMP#: 095 150 003

List of Adjacent Property Owners

It is the responsibility of the Applicant to provide a list of adjacent property owners. This list must include the name and mailing address of anyone who has property touching your property or who has property directly across the street from your property.

****Please note this information should be obtained using the Tax Map & Parcel (TMP) listing for any parcel(s) adjoining or adjacent to the parcel where a variance or rezone is being requested.**

		Name	Address
TMP	1.	See attached	
TMP 095 150 009	2.	Hilary Holsen & Corey Armentano	149 Ratcliff Dr.
TMP 095 150	3.	Maresa Helton	23 Ratcliff Dr.
TMP 095 150 014	4.	Melissa Parks	68 Ratcliff Dr.
TMP 095 225	5.	Vonnie Carlton	1767 Thompson Rd.
TMP 104 079	6.	Michael & Betty Buice	118 Saddlecreek Dr.
TMP 104 079 001	7.	Felicia Childers & Tyler Tinsley	341 Saddlecreek Dr.
TMP 104 047	8.	Brk Turner Stanley	1090 Oakhaven Dr. Roswell, GA 30075
TMP 095 100 001	9.	Jason & Martha Holbrook	431 Hugh Stowers Rd.
TMP 095 150 003	10.	Michael Hill	6275 Keith Bridge Rd. Gainesville, GA 30506
TMP 095 150 018	11.	Jeremy Thomason	84 Ratcliff Dr.
TMP	12.		
TMP	13.		
TMP	14.		
TMP	15.		

Use additional sheets if necessary.

Attachment

TMP	Name	Address
095 150 015	Jeremy & Rebecca Thomason	84 Ratcliff Dr DAWSONVILLE, GA 30534
095 150 009	Hilary Holsteen & Corey Armentano	149 Ratcliff Dr DAWSONVILLE, GA 30534
095 150	Meresa Helton	23 Ratcliff Dr DAWSONVILLE, GA 30534
095 150 014	Melissa Parks	68 Ratcliff Dr DAWSONVILLE, GA 30534
095 225	Vonnie Carlton	1767 Thompson Rd DAWSONVILLE, GA 30534
104 079	Michael & Betty Buice	118 Saddle Creek Dr DAWSONVILLE, GA 30534
104 079 001	Felicia Childers & Tyler Tinsley	341 Saddle Creek Dr DAWSONVILLE, GA 30534
104 047	B & K Turner Family	1090 Oakhaven Dr Roswell, GA 30075
095 150 003	Michael Hill	6275 Keith Bridge Rd Gainsville, GA 30506

NOTICE OF RESIDENTIAL EXURBAN/AGRICULTURAL DISTRICT (R-A) ADJACENCY

Agricultural districts include uses of land primarily for active farming activities and result in odors, noise, dust and other effects, which may not be compatible with adjacent development. Future abutting developers in non RA land use districts shall be provided with this "Notice of RA Adjacency" prior to administrative action on either the land use district or the issuance of a building or occupancy permit.

Prior to administrative action the applicant shall be required to sign this waiver which indicates that the applicant understands that a use is ongoing adjacent to his use which will produce odors, noise, dust and other effects which may not be compatible with the applicant's development. Nevertheless, understanding the effects of the adjacent RA use, the applicant agrees by executing this form to waive any objection to those effects and understands that his district change and/or his permits are issued and processed in reliance on his agreement not to bring any action asserting that the adjacent uses in the RA district constitute a nuisance) against local governments and adjoining landowners whose property is located in an RA district.

This notice and acknowledgement shall be public record.

Applicant Signature: Rachel L. Senter

Applicant Printed Name: Rachel L. Senter

Application Number: ZA 18-07

Date Signed: November 8, 2018

Sworn and subscribed before me

this 8 day of November, 2018.

Harmony Gee

Notary Public

My Commission Expires: August 9, 2022

HARMONY F GEE
Notary Public - State of Georgia
Dawson County
My Commission Expires Aug 9, 2022

Notary Public Seal

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS
(APPLICANT(S) AND REPRESENTATIVE(S) OF REZONING)

Pursuant to O.C.G.A. Section 36-67 A-3.A, the following disclosure is mandatory when an applicant or any representation of application for rezoning has been made within two (2) years immediately preceding the filing of the applicant's request for rezoning, campaign contributions aggregating $250.00 or more to a local government official who will consider the application for rezoning.

It shall be the duty of the applicant and the attorney representing the applicant to file a disclosure with the governing authority of the respective local government showing the following:

1. Name of local official to whom campaign contribution was made:

   _____

2. The dollar amount and description of each campaign contribution made by the opponent to the local government official during the two (2) years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.

   Amount $_____ Date: _____

   Enumeration and description of each gift when the total value of all gifts is $250.00 or more made to the local government official during the two (2) years immediately preceding the filing of application for rezoning:

   _____
   _____
   _____
   _____
   _____

Signature of Applicant/Representative of Applicant:

_____ Date: _____

BY NOT COMPLETING THIS FORM YOU ARE MAKING A STATEMENT THAT NO DISCLOSURE IS REQUIRED

This form may be copied for each applicant. Please attach additional sheets if needed.

PROPERTY OWNER AUTHORIZATION

I/we, John & Rachel Senter, hereby swear that I/we own the property located at (fill in address and/or tax map & parcel #):

095 150 013

095150 002

as shown in the tax maps and/or deed records of Dawson County, Georgia, and which parcel will be affected by this request.

I hereby authorize the person named below to act as the applicant or agent in pursuit of the rezoning requested on this property. I understand that any rezone granted, and/or conditions or stipulations placed on the property will be binding upon the property regardless of ownership. The under signer below is authorized to make this application. The under signer is aware that no application or reapplication affecting the same land shall be acted upon within six (6) months from the date of the last action by the Board of Commissioners.

Printed Name of applicant or agent: Rachel L Senter

Signature of applicant or agent: Rachel L. Senter Date: 11/7/18

****

Printed Name of Owner(s): Rachel Senter

Signature of Owner(s): _____ Date: 11-7-18

Mailing address: [redacted]

City, State, Zip: [redacted]

Telephone Number: (Listed) / Unlisted [redacted]

Sworn and subscribed before me
this 8 day of November, 2018.

Harmony Gee
Notary Public

My Commission Expires: August 9, 2022

HARMONY F GEE
Notary Public - State of Georgia
Dawson County
My Commission Expires Aug 9, 2022

{Notary Seal}

(The complete names of all owners must be listed; if the owner is a partnership, the names of all partners must be listed; if a joint venture, the names of all members must be listed. If a separate sheet is needed to list all names, please identify as applicant or owner and have the additional sheet notarized also.)

DRI INFORMATION

IF YOUR DEVELOPMENT FALLS WITHIN ANY OF THE FOLLOWING THRESHOLDS, PLEASE ASK PLANNING STAFF FOR DRI REVIEW CHECKLISTS.

Table 1: Developments of Regional Impact - Tiers and Development Thresholds Effective January 1, 2005

Type of Development	Non-metropolitan Regions (Dawson County status eff. 1/2005)
(1) Office	Greater than 125,000 gross square feet
(2) Commercial	Greater than 175,000 gross square feet
(3) Wholesale & Distribution	Greater than 175,000 gross square feet
(4) Hospitals and Health Care Facilities	Greater than 200 new beds; or generating more than 250 peak hour vehicle trips per day
(5) Housing	Greater than 125 new lots or units
(6) Industrial	Greater than 175,000 gross square feet; or employing more than 500 workers; or covering more than 125 acres
(7) Hotels	Greater than 250 rooms
(8) Mixed Use	Gross square feet greater than 125,000 (with residential units calculated at 1800 square feet per unit toward the total gross square footage); or covering more than 40 acres; or if any of the individual uses meets or exceeds a threshold as identified herein
(9) Airports	Any new airport with a paved runway; or runway additions of more than 25% of existing runway length
(10) Attractions & Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000
(11) Post-Secondary School	New school with a capacity of more than 750 students, or expansion by at least 25 percent of capacity
(12) Waste Handling Facilities	New facility or expansion of use of an existing facility by 50 percent or more
(13) Quarries, Asphalt & Cement Plants	New facility or expansion of existing facility by more than 50 percent
(14) Wastewater Treatment Facilities	New facility or expansion of existing facility by more than 50 percent
(15) Petroleum Storage Facilities	Storage greater than 50,000 barrels if within 1,000 feet of any water supply; otherwise, storage capacity greater than 200,000 barrels
(16) Water Supply Intakes/Reservoirs	New Facilities
(17) Intermodal Terminals	New Facilities
(18) Truck Stops	A new facility with more than three diesel fuel pumps; or containing a half acre of truck parking or 10 truck parking spaces.
(19) Any other development types not identified above (includes parking facilities)	1000 parking spaces

Dawson County, Georgia Board of Commissioners

Affidavit for Issuance of a Public Benefit

As Required by the Georgia Illegal Immigration Reform and Enforcement Act of 2011

By executing this affidavit under oath, as an applicant for a Dawson County Business License, Out of County Business Registration, Alcohol License, or other public benefit as referenced in the Georgia Illegal Immigration Reform and Enforcement Act of 2011 [O.C.G.A. § 50-36-1(e)(2)], I am stating the following with respect to my application for such Dawson County public benefit.

_____ **I am a United States citizen.**

_____ **I am a legal permanent resident of the United States.** ***(FOR NON-CITIZENS)***

_____ **I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.** ***(FOR NON-CITIZENS)***

My alien number issued by the Department of Homeland Security or other federal immigration agency is:

_____

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one **secure and verifiable document**, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit. ***(See reverse side of this affidavit for a list of secure and verifiable documents.)***

The secure and verifiable document provided with this affidavit can best be classified as:

_____

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20 and face criminal penalties as allowed by such criminal statute.

Executed in Dawsonville (city), GA (state)

Rachel L. Senter
Signature of Applicant

11-8-18
Date

Rachel L. Senter
Printed Name

Name of Business

SUBSCRIBED AND SWORN BEFORE ME ON

THIS 8 DAY OF November, 2018

Harmony Gee
Notary Public

My Commission Expires: August 9, 2022

HARMONY F GEE
Notary Public - State of Georgia
Dawson County
My Commission Expires Aug 9, 2022

{Notary Seal}

DAWSON COUNTY PLANNING COMMISSION
PLANNING STAFF REPORT AND RECOMMENDATION

Applicant.....John and Rachel Senter

Amendment # ZA-18-07

Request.....Rezone Property from RSRMM (Residential Sub-Rural Manufactured/Moved) to R-A (Residential Agricultural/Residential Exurban)

Proposed Use .....Down zone property to allow the building of a pole barn prior to the primary residence.

Current Zoning .....RSRMM (Residential Sub-Rural Manufactured/Moved)

Size.....22.095± acres

Location ..... Ratcliff Drive

Tax Parcel.....095 150 002 & 095 150 013

Planning Commission Date .....December 18, 2018

Staff Recommendation .....Approval

Applicant Proposal

The applicant is seeking to rezone the property from RSRMM (Residential Sub-Rural Manufactured/Moved) to R-A (Residential Agricultural-Exurban) for the purpose of building a pole shed prior to construction of their permanent residence.

History and Existing Land Uses

The current use of the property is vacant land.

Adjacent Land Uses	Existing zoning	Existing Use
North	RSR	Residential
South	R-A	Residential
East	R-A	Residential

West	RSR	Residential

Development Support and Constraints

As currently zoned, the land use resolution prohibits the construction of an accessory structure prior to the primary residence.

Relationship to the Comprehensive Plan and FLUP (Future Land Use Plan)

According to the 2013-2033 comprehensive plan and accompanying FLUP (Future Land Use Plan), the subject property is identified as Residential.

Public Facilities/Impacts

Engineering Department – No comments necessary.

Environmental Health Department –

1. Will wells be permitted for the purpose of development? If needed, the acreage must be equal or greater than 1.5 acres.
2. Does the proposed development warrant immediate sewerage? It will require an on-site sewage disposal (septic) system. A temporary toilet must be used during construction.
3. Are there any health hazards in the area that would effect the proposed development? None of which we are aware.
4. If septic tanks are used, will adequate bodies of water be affected by the developer? We will not know this until we perform a site evaluation.
5. Any additional remarks? None.

Emergency Services – "Nearest fire hydrant is on Thompson Rd. approximately 400' from Ratcliff. So, if house is more than 600' down Ratcliff, total over 1,000' to hydrant."

Etowah Water & Sewer Authority –

Dawson County Sheriff's Office – No comments necessary.

Board of Education – No comments necessary.

Georgia Department of Transportation – No comments necessary.

Analysis

- It conforms to the future land use and surrounding areas.

The following observations should be noted with respect to this request:

A. The existing uses and classification of nearby property.
Adjacent properties to the North, South, East, and West are residentially zoned and consistent with the proposed use of the subject property for residential purposes.

B. The extent to which property values are diminished by the particular land use classification.
There should be no diminishment of property values since the residential uses with this property are consistent with the adjacent residential uses of neighboring properties

C. The extent to which the destruction of property values of the applicant promotes the health, safety, morals, or general welfare of the public.
There should be no destruction of property values since the residential uses with this property are consistent with the adjacent residential uses of neighboring properties.

D. The relative gain to the public, as compared to the hardship imposed upon the individual property owner.
There should be no gain or loss to the public if approved.

E. The suitability of the subject property for the proposed land use classification.
The property is suitable for the purposed land use classification due to both being residential classifications.

F. The length of time the property has been vacant under the present classification, considered in the context of land development in the area in the vicinity of the property.
The property has been vacant for many years.

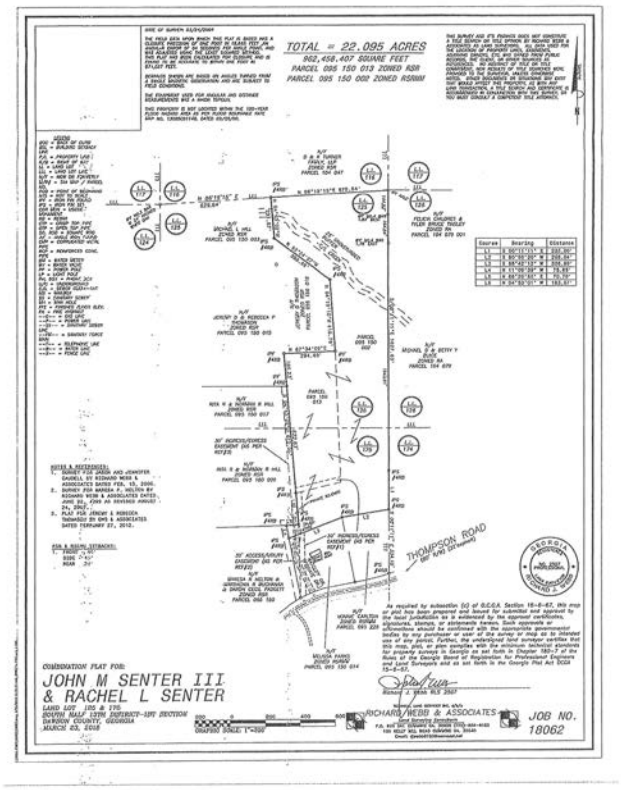
G. The specific, unusual, or unique facts of each case, which give rise to special hardships, incurred by the applicant and/or surrounding property owners.
There are no hardships that are foreseeable at this time due to the rezoning of this property.

Staff Recommendation

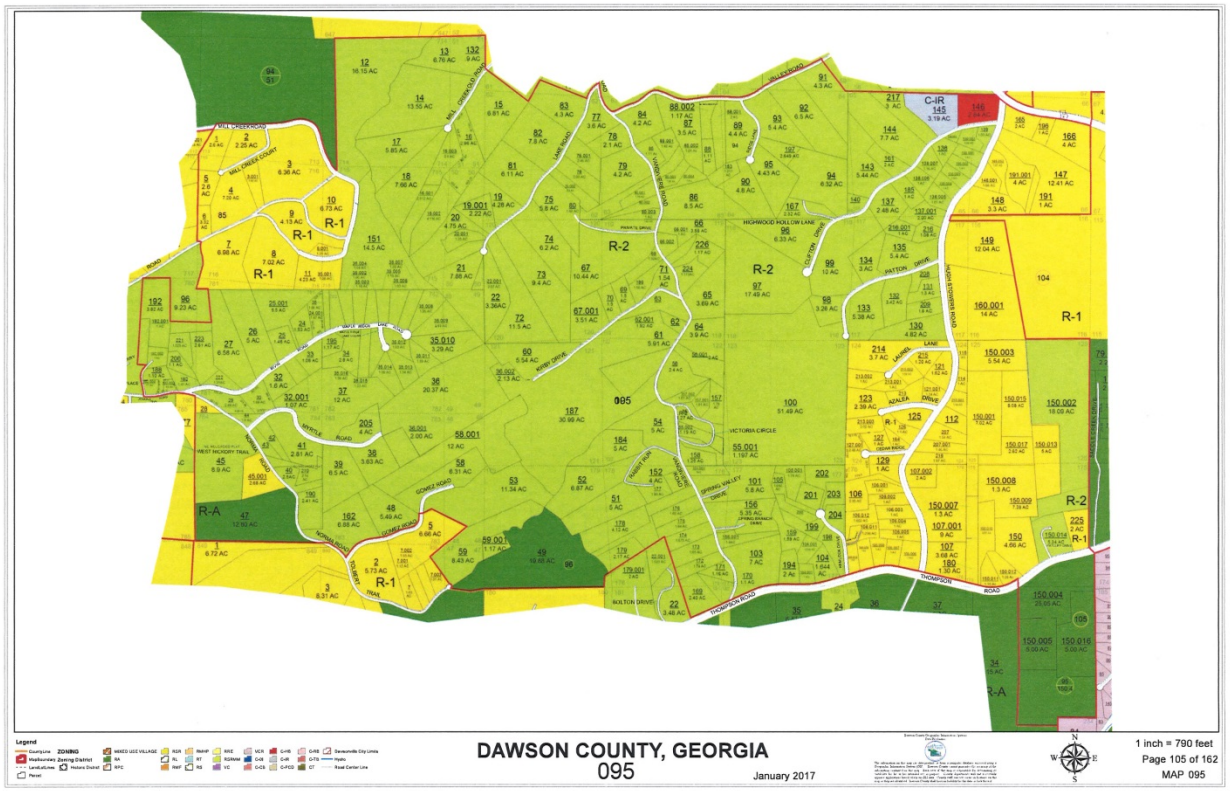
Based on the above analysis and information provided, the planning department recommends **APPROVAL** with no stipulations.

Pictures of Property:

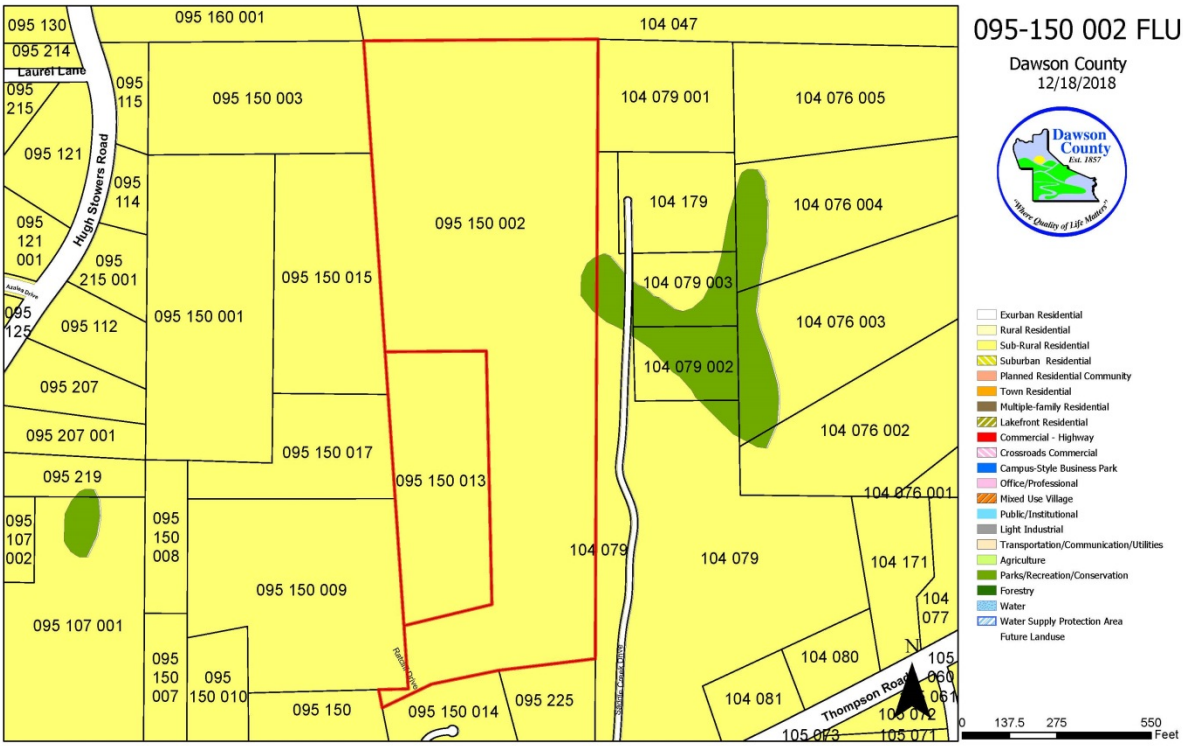
Plat:


TOTAL = 22.095 ACRES
962,458,407 SQUARE FEET
PARCEL 095 150 013 ZONED RSR
PARCEL 095 150 009 ZONED RSRM
THOMPSON ROAD
(80' R/W Driveway)
COORDINATION PLAT FOR:
JOHN M SENTER III
& RACHEL L SENTER
LAND LOT 170 & 171
SOUTH HALF 12TH DISTRICT- 1ST SECTION
DeKALB COUNTY, GEORGIA
MARCH 03, 2018
RICHARD WEBB & ASSOCIATES
JOB NO.
18062

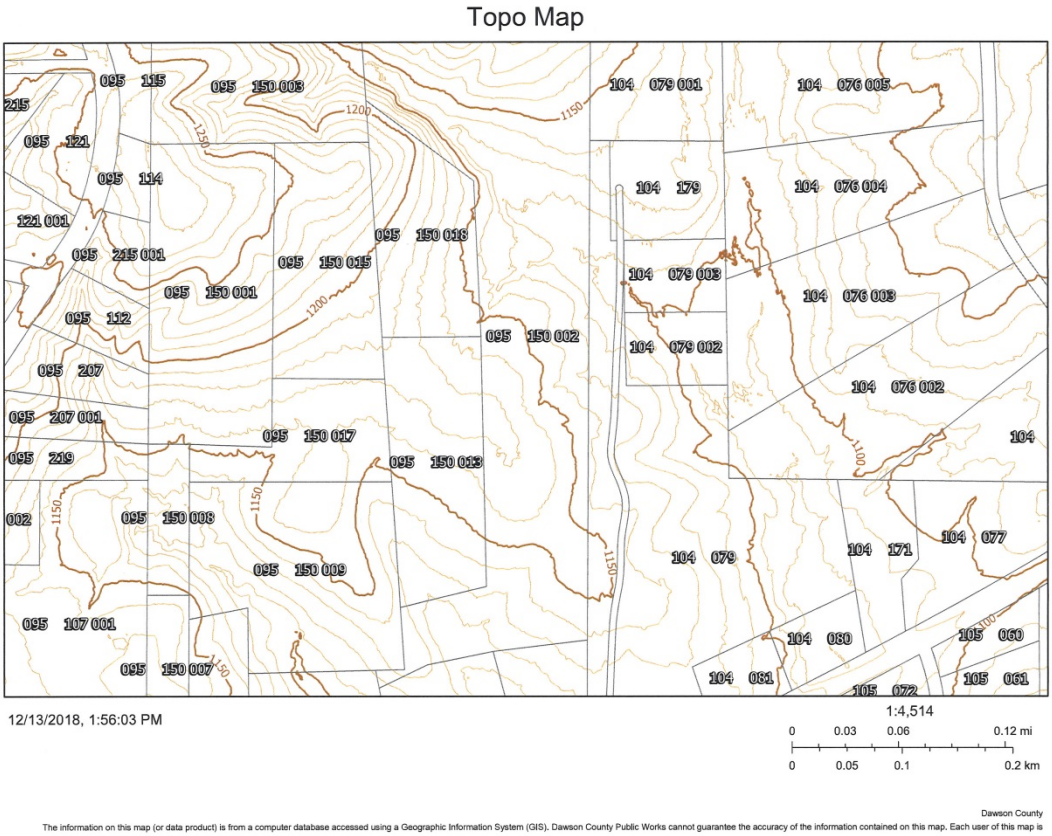
Current Zoning Map:



Future Land Use Map:



Topography:


Topo Map
095 115
095 150 003
215
095 121
095 114
121 001
095 215 001
095 150 001
095 112
095 207
095 207 001
095 219
002
095 150 008
095 107 001
095 150 007
095 150 018
095 150 015
095 150 002
095 150 017
095 150 013
095 150 009
104 079 001
104 076 005
104 179
104 076 004
104 079 003
104 076 003
104 079 002
104 076 002
104
104 079
104 171
104 077
104 080
105 060
104 081
105 061
105 072
1150
1200
1250
1100
12/13/2018, 1:56:03 PM
1:4,514
0 0.03 0.06 0.12 mi
0 0.05 0.1 0.2 km
Dawson County
The information on this map (or data product) is from a computer database accessed using a Geographic Information System (GIS). Dawson County Public Works cannot guarantee the accuracy of the information contained on this map. Each user of this map is

Backup material for agenda item:

1. Consideration of the Comprehensive Plan (*tabled following a Public Hearing at the January 10, 2019, Work Session)*

DAWSON COUNTY BOARD OF COMMISSIONERS
AGENDA FORM

Department: P&D

Work Session: 12.13.18

Prepared By: hg

Voting Session: 12.20.18

Presenter: J.Kinley

Public Hearing: Yes _____ No _____

Agenda Item Title: Presentation of

Background Information:

We would like to present the COMP plan to the BOC for approval that would serve the county for the next 5 years.

Current Information:

The COMP Plan has been approved by the DCA and is ready to be reviewed and approved. Should the board want/need to make any changes then it is possible to amend the COMP Plan at any time.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: ____

Date:

Finance Dept. Authorization: Vickie Neikirk

Date: 12/6/18

County Manager Authorization: DH

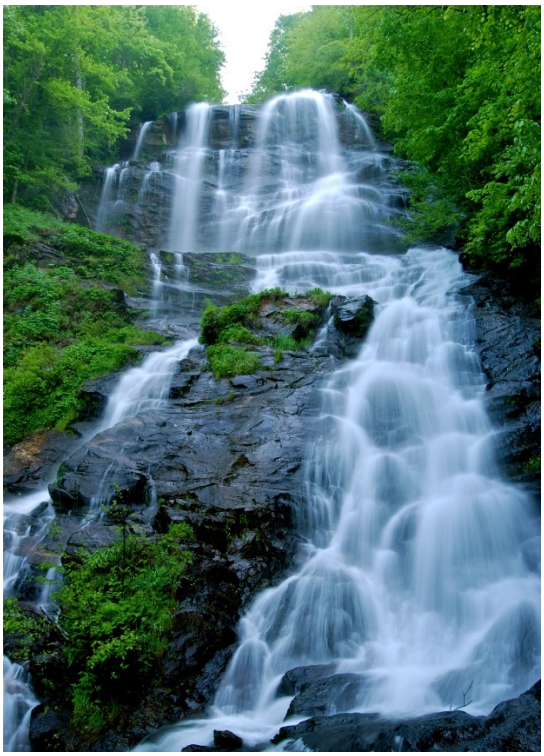
Date: 12/7/18

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

2018 Comprehensive Plan
Dawson County



- DRAFT -

JANUARY, 2019

2018 Comprehensive Plan
Dawson County
~
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INTRODUCTION

Purpose

The purpose of planning and community development is to provide guidance for everyday decision-making by local government officials and other community leaders. This document, the *2018 Comprehensive Plan for Dawson County*, represents the culmination of the efforts to plan for the future well-being of the government, the residents and various stakeholders by identifying the critical, consensus issues and goals for the communities. Implementing the plan will help the community address those critical issues and opportunities while moving towards realization of the unique vision for its future. As outlined by Georgia's planning standards (see below):

> *Statewide benefits of comprehensive planning*
> *(Local) comprehensive planning should be conducted in the context of Georgia's strong and vibrant intergovernmental system that clearly recognizes the important role cities and counties play in fostering the state's image as an attractive place to invest, conduct businesses and raise a family. City and county comprehensive planning enhances coordination at many levels.*
>
> *Local benefits of comprehensive planning*
> *The highest and best use of comprehensive planning for local governments is to show important relationships between community issues. A local comprehensive plan is a fact-based resource for local constituents that tracks implementation of community-based policies. Furthermore, local comprehensive planning creates an environment of predictability for business and industry, investors, property owners, tax payers and the general public. In addition, the plan helps local governments to recognize and then implement important economic development and revitalization initiatives. For these reasons, the state finds that well-planned communities are better prepared to attract new growth in a highly competitive global market.*
>
> *In short, local planning should recognize that:*
>
> *Assets can be **accentuated** and **improved**;*
>
> *Liabilities can be **mitigated** and **changed** over time; and*
>
> *Potential can be **sought after** and **developed**.*

Scope

This document addresses the local planning requirements and community development of Dawson County, Georgia. The City of Dawsonville is referenced within this document but only for analytical and narrative purposes as the City has their own comprehensive planning document. Some consideration has also been given to neighboring areas and political entities that influence conditions within the county but unless otherwise indicated all the issues, objectives and opportunities discussed herein are effective solely for Dawson County.

DRAFT

Plan Elements

This comprehensive plan serves to meet the requirements and intent of the Georgia Department of Community Affair's "Minimum Standards and Procedures for Local Comprehensive Planning," as amended in 2013, and the Georgia Planning Act of 1989. It is essential that the plan be prepared in compliance with these rules and guidelines in order for the Dawson County to maintain its Qualified Local Government (QLG) status. Further, State law requires that the government update its comprehensive plan every 5 years.

> *"The purpose of Minimum Standards is to provide a framework for the development, management and implementation of local comprehensive plans at the local, regional and state government level. They reflect an important state interest: healthy and economically vibrant cities and counties are vital to the state's economic prosperity."*
>
> ***(1) Community Goals**. The purpose of the Community Goals element is to lay out a road map for the community's future, developed through a very public process of involving community leaders and stakeholders in making key decisions about the future of the community. The Community Goals are the most important part of the plan, for they identify the community's direction for the future, and are intended to generate local pride and enthusiasm about the future of the community, thereby leading citizens and leadership to act to ensure that the plan is implemented.*
>
> ***(2) Needs and Opportunities.** This is the locally agreed upon list of Needs and Opportunities the community intends to address. Each of the needs or opportunities that the community identifies as high priority must be followed-up with corresponding implementation measures in the Community Work Program. The list must be developed by involving community stakeholders in carrying out a SWOT (strengths, weaknesses, opportunities, threats) or similar analysis of the community.*
>
> ***(3) Community Work Program.** This element of the comprehensive plan lays out the specific activities the community plans to undertake during the next five years to address the priority Needs and Opportunities, identified Target Areas (if applicable), or to achieve portions of the Community Goals. This includes any activities, initiatives, programs, ordinances, administrative systems (such as site plan review, design review, etc.) to be put in place to implement the plan.*

In addition to the required core elements local comprehensive plans in Georgia must also include 1) an assessment of compliance and consideration for the appropriate regional water plans for each community, and 2) an assessment of their broadband capacity. As of July, 2018 the standards for the broadband element have not been established by the State of Georgia. The intention of the measure, however, is to facilitate the "*promotion of the deployment of broadband internet services*" throughout each community in recognition of how vital this technology is for economic development. In an effort to provide advance compliance with this standard the County will provide a brief analysis of their needs and objectives regarding broadband technology.

> ***Consideration of the Regional Water Plan and the Environmental Planning Criteria.** During the process of preparing its comprehensive plan, each community must review the Regional Water Plan(s) covering its area and the Rules for Environmental Planning Criteria… to determine if there is need to adapt local implementation practices or development regulations to address protection of these important natural resources. The community must certify that it has considered both the Regional*

Water Plan and the Rules for Environmental Planning Criteria when it transmits the plan to the Regional Commission for review.

This is to certify that as part of this planning process appropriate staff and decision-makers have reviewed the *Coosa-North Georgia Water Plan*, the *Georgie Mountains Regional Plan*, and the Georgia State *Rules for Environmental Planning Criteria* (O.C.G.A. 12-2-8) and taken them into consideration in formulating this local plan. No conflicts were identified between this document and the other documents

As a community that has adopted a form of development regulations, Dawson County must also include the necessary land use element within their plan to aid in the coordination of their development policies and capital improvement projects.

Land Use Element. *The Land Use Element, where required, must include at least one of the two components listed below:*

(a) Character Areas Map and Defining Narrative. Identify and map the boundaries of existing or potential character areas (see definition in Chapter 110-12-1-.05) covering the entire community, including existing community sub-areas, districts, or neighborhoods.

(b) Future Land Use Map and Narrative. Prepare a Future Land Use Map that uses conventional categories or classifications to depict the location (typically parcel by parcel) of specific future land uses. If this option is chosen, prepare the Future Land Use Map using either of the land use classification schemes described below and include a narrative that explains how to interpret the map and each land use category.

Public Participation

As a part of the planning process each local government must provide and implement opportunities to encourage public participation. The purpose of this is to insure that citizens and other stakeholders are aware of the planning process, are provided opportunities to comment on the local plan elements, and have adequate access to the process of defining the community's vision, priorities, goals, policies, and implementation strategies.

At a minimum, the public participation program must provide for: adequate notice to keep the general public informed of the emerging plan; opportunities for the public to provide written comments on the plan; hold the required public hearings; and, provide notice to property owners through advertisements in the newspaper (legal organ) of the planning effort soliciting participation and comments. In addition, the local government must provide opportunities for public participation through other means and methods to help articulate a community vision and develop associated goals and implementation program.

Dawson County's planning process featured an Advisory Committee of 11 people, with various other staff and local officials participating throughout. The Committee met several times between the fall of 2017 and the summer of 2018, meeting almost monthly to discuss issues, consider updates to material from the existing comprehensive plan, and offering their thoughts on future development concerns. The Committee helped shape the questions and promotion for the online survey process, and engaged other area stakeholders to build the discussion about the plan update in general.

Dawson County also has a standing Long-Range Planning Committee which contributed to the plan update. This committee is responsible for continually assessing needs and issues facing the community well beyond the current horizon, ensuring that local leaders have a regular source for comments about the direction and broad objectives that must be considered as they set policy decisions. This Committee works with the standing Planning Commission and Planning Department staff to provide an additional layer of analysis and exploration to the issues facing Dawson County.

A key component of the public involvement process was an online survey opportunity. The survey was shared via web links and promoted on social media and in the local press by the County, the Dawson County Chamber of Commerce, and other local partners. The online survey featured 28 questions and asked respondents to indicate their thoughts and satisfaction levels with various government services, the prospects for growth and development in the area, and to prioritize local needs on matters such as housing, economic development and natural resource protection. In all the survey produced more than 500 unique responses, the information from which was shared with the Advisory Committee and contributed a great deal to the consideration of Dawson County's values and priorities.

Dawson County Comprehensive Plan Update Meeting
February 20, 2018
ATTENDANCE SHEET

PRINT NAME	ADDRESS
1. Jane Graves	224 Park Cove Rd D. GA 30534
2. Jameson Kinley	25 Justice Way
3. Charles T Arven	115 Riven Overlook Rd, Dawsonville
4. Tony Passarello	180 Sunset Drive Dawsonville.
5. Jason Hamby	1362 Bailey Waters Rd. Dawsonville
6. Casey Majewski	415 Highway 53 E, suite 100, Dawsonville
7. John Maloni	9 Bent Ridge Dr. Dawsonville
8. Chuck Sharpes	55 Pearl Chambers Dr. Dawsonville
9.	
10.	

General public meetings, promoted via social media and local news outlets, were also held throughout the process. All of these were held at the County Courthouse and promoted the opportunity for every citizen to comment on any plan element, giving them the chance to explore vital needs and suggest objectives for how the County should grow in the future.

Advisory Committee	
Christie Haynes	Dawson County Chamber of Commerce
Tony Passarello	Citizen/Businessman
Terri Tragesser	Citizen/ Former BOC member/LRPC
Richard Scharf	Citizen/ LRPC
Gary P. Pichon	Citizen/ Former BOC member
Mandy Power	Banking/LRPC
Jane Graves	Citizen/LRPC
Jo Brewer	Education/LRPC
Hugh Stowers	Citizen/LRPC
Tim Costley	Citizen/LRPC
Charlie Tarver	Citizen

Board of Commissioners	Planning Comission
Billy Thurmond, Chair	Jason Hamby, Chair
Sharon Fausett	Emory Dooley
Chris Gaines	Tim Bennett
Jimmy Hamby	Neil Hornsey
Julie Hughes-Nix	John Maloney

County Staff	
David Headley	County Manager
Lynn Frey	County Attorney
Jameson Kinley	GIS Analyst
David McKee	Public Works Director
Kristen Cloud	County Clerk
Jason Streetman	Planning Director
Niki McCall	Planning Staff/ Zoning Administrator
Lamar Adkins	LRPC
Jeff Johnson	Sheriff

BOC = Board of Commissioners
LRPC = Long Range Planning Committee

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COMMUNITY VISION

The Minimum Standards and Requirements for Local Comprehensive Planning defines a community vision as something *"… intended to paint a picture of what the community desires to become, providing a complete description of the development patterns to be encouraged within the jurisdiction."* It is required as an element of the comprehensive plan so that communities can truly establish a pure and simple ideal for themselves in a format that is easily expressed and understood.

Visioning provides communities with an opportunity to pause and consider the "big picture" as well as to attempt to clearly define their ideal future. Developing a vision means that community has at least tried to identify current values, describe how they're to be realized in the future and use that image as a foundation for short and long-term planning. As a process this also requires the community to develop a consensus on what conditions to change or to preserve.

Community Profile

Dawson County is a political jurisdiction of north Georgia encompassing some 200+ square miles. Historically land populated by the Cherokee, Dawson County was founded in 1857 and its County seat (and only municipality) is the City of Dawsonville. As retold on the County's web site:

> *"For the first hundred years of its existence Dawson County remained primarily an agricultural economy, largely due to the lack of railroads or major highways in the area. Dawson County was however a significant source of illegal corn whiskey (known as 'moonshine') for Atlanta during and after the prohibition era. During prohibition, many bootleggers would modify their cars for better speed and handling in order to evade police when delivering their illegal cargo. Even after prohibition the trend continued, as bootleggers were on the run from state revenue agents who sought to tax their illicit operations. Eventually these cars were raced for entertainment (and profit), leading to the birth of modern stock car racing and NASCAR.*
>
> *In 1957, the Appalachian Trail was re-routed to a new endpoint about 8 miles north of Amicalola Falls State Park, establishing the county as a major destination for hikers. At the same time the flooding of the Chattahoochee River plain to form nearby Lake Lanier was completed, resulting in Georgia's largest lake at 39,000 acres. The lake forms the southern end of Dawson County.*
>
> *With the construction of the Georgia 400 highway to Atlanta in the 1980's, the county finally had the major highway that it had lacked for a hundred and twenty years. This transportation route, combined with Lake Lanier, Amicalola Falls and the recent development of the North Georgia Premium Outlets have helped Dawson County transition from a quiet mountain enclave to one of Georgia's fastest growing communities."*

	2010	2011	2012	2013	2014	2015	2016
Dawson County	**22,330**	**22,209**	**22,371**	**22,574**	**22,891**	**23,256**	**23,604**
Dawsonville	2,536	2,318	2,291	2,453	2,491	2,520	2,634
Balance of Dawson Co.	19,794	19,891	20,080	20,121	20,400	20,736	20,970

Quality Community Objectives Assessment

In 1999 the Board of the Department of Community Affairs adopted the Quality Community Objectives (QCOs) as a statement of the development patterns and options that will help Georgia preserve its unique cultural, natural and historic resources while looking to the future and developing to its fullest potential. This assessment should be used a tool by a community to compare how it is progressing toward the sustainable and livable objectives, but no community will be judged on its progress. The questions focus on local ordinances, policies, and organizational strategies intended to create and expand quality growth principles. A majority of positive responses for a particular objective may indicate that the community has in place many of the governmental options for managing development patterns. Negative responses may provide guidance as to how to focus planning and implementation efforts for those governments seeking to achieve these Quality Community Objectives. Should a community decide to pursue a particular objective it may consider this assessment a means of monitoring progress towards achievement.

1. Economic Prosperity
Encourage development or expansion of businesses and industries that are suitable for the community. Factors to consider when determining suitability include job skills required; long-term sustainability; linkages to other economic activities in the region; impact on the resources of the area; or prospects for creating job opportunities that meet the needs of a diverse local workforce.

The County and its partners recognize the importance of a strategic approach to sustaining their strong economy and maintaining the area's vital character. The County supports the Dawson County Chamber of Commerce and the Industrial Building Authority as part of ongoing efforts to support economic development for the community. The County also maintains contact with the Georgia Mountains Regional Commission and the State for pursuit of assistance and outside funding opportunities in support of economic development opportunities.

2. Resource Management
Promote the efficient use of natural resources and identify and protect environmentally sensitive areas of the community. This may be achieved by promoting energy efficiency and renewable energy generation; encouraging green building construction and renovation; utilizing appropriate waste management techniques; fostering water conservation and reuse; or setting environmentally sensitive areas aside as green space or conservation reserves.

The County maintains contact with the Georgia Mountains Regional Commission and the Department of Natural Resources to work for the protection and promotion of cultural resources in the area. The County also works with the local Extension Service and Natural Resource Conservation Service to assist in local resource protection, as well as employing policies and practices related to State Vital Areas, soil and water conservation, National Wetland Inventory (FIRM) data and other applicable sources to monitor and enforce the preservation of environmentally sensitive areas.

3. Efficient Land Use
Maximize the use of existing infrastructure and minimize the costly conversion of undeveloped land at the periphery of the community. This may be achieved by encouraging development or redevelopment of sites closer to the traditional core of the community; designing new development to minimize the amount of land consumed; carefully planning expansion of public infrastructure; or maintaining open space in agricultural, forestry, or conservation uses.

Through this planning process, ongoing efforts to update area mapping, and regular communication with Dawsonville, the County worked to ensure local policies support sustainable development that enables economic growth while managing local resources, utilities and infrastructure.

4. Local Preparedness

Identify and put in place the prerequisites for the type of future the community seeks to achieve. These prerequisites might include infrastructure (roads, water, sewer) to support or direct new growth; ordinances and regulations to manage growth as desired; leadership and staff capable of responding to opportunities and managing new challenges; or undertaking an all-hazards approach to disaster preparedness and response.

Through this planning process and ongoing coordination among emergency responders, and through regular communication with other stakeholders (such as the local hospital), the County worked to ensure the community is properly poised to prevent, manage and respond to growth pressures and natural and man-made hazards.

5. Sense of Place

Protect and enhance the community's unique qualities. This may be achieved by maintaining the downtown as focal point of the community; fostering compact, walkable, mixed-use development; protecting and revitalizing historic areas of the community; encouraging new development that is compatible with the traditional features of the community; or protecting scenic and natural features that are important to defining the community's character.

The County will regularly identify and inventory historical sites and structures, and regularly monitor development trends and local land use policies to ensure all is being done to maintain the historic sense of community that defines Dawson County.

6. Regional Cooperation

Cooperate with neighboring jurisdictions to address shared needs. This may be achieved by actively participating in regional organizations; identifying joint projects that will result in greater efficiency and less cost to the taxpayer; or developing collaborative solutions for regional issues such as protection of shared natural resources, development of the transportation network, or creation of a tourism plan.

Dawson County actively coordinates with Dawsonville in maintaining their local Service Delivery Strategy and SPLOST program, and participates with the Georgia Mountains Regional Commission and other appropriate regional organizations. The County also maintains regular contact with various State Departments to ensure knowledge of, and access to, their programs and resources. The County is considered an active partner in regional activities and does not feel threatened or adversely impacted by any regional partners.

7. Housing Options

Promote an adequate range of safe, affordable, inclusive, and resource efficient housing in the community. This may be achieved by encouraging development of a variety of housing types, sizes, costs, and densities in each neighborhood; promoting programs to provide housing for residents of all socioeconomic backgrounds, including affordable mortgage finance options; instituting programs to address homelessness issues in the community; or coordinating with local economic development programs to ensure availability of adequate workforce housing in the community.

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Through this and ongoing planning processes the County is actively working to monitor local housing needs and work to enforce policies that promote quality, affordable housing options as needed.

8. Transportation Options

Address the transportation needs, challenges and opportunities of all community residents. This may be achieved by fostering alternatives to transportation by automobile, including walking, cycling, and transit; employing traffic calming measures throughout the community; requiring adequate connectivity between adjoining developments; or coordinating transportation and land use decision-making within the community.

A small portion of Dawson County currently receives some oversight through the Atlanta Regional Commission as part of its State mandated responsibilities as the Metropolitan Planning Organization (MPO) for metropolitan Atlanta. Beyond that Dawson County does not have an active, comprehensive transportation planning program but does communicate their concerns and issues to the regional GDOT office and all communities do participate in the public involvement process for the Statewide Transportation Improvement Program (STIP) as able. As the region grows additional transportation planning would be considered a benefit, if not a necessity.

9. Educational Opportunities

Make educational and training opportunities readily available to enable all community residents to improve their job skills, adapt to technological advances, manage their finances, or pursue life ambitions. This can be achieved by expanding and improving local educational institutions or programs; providing access to other institutions in the region; instituting programs to improve local graduation rates; expanding vocational education programs; or coordinating with local economic development programs to ensure an adequately trained and skilled workforce.

The County works with the Dawson County School Board and private institutions to ensure access for quality primary and secondary educational facilities and programs for area residents. The County also works with other partners to ensure access to viable post-secondary resources such as the University of North Georgia, Lanier Technical College, and other area educational institutions.

10. Community Health

Ensure that all community residents, regardless of age, ability, or income, have access to critical goods and services, safe and clean neighborhoods, and good work opportunities. This may be achieved by providing services to support the basic needs of disadvantaged residents, including the disabled; instituting programs to improve public safety; promoting programs that foster better health and fitness; or otherwise providing all residents the opportunity to improve their circumstances in life and to fully participate in the community.

There are primary care facilities within Dawson County but as yet no emergency medical care. However the County works with facilities in three adjoining counties and with the Dawson County Department of Public Health to ensure access for quality health care facilities and programs for area residents. The governments also work with other partners to monitor residents' needs and requests in providing access to these services as the area grows.

Vision Statement

A vision for the community's future must be included in the comprehensive plan. The community vision is intended to provide a complete picture of what the community desires to become. The community vision must be based on public input, the assessment of current and future needs and be supported by the goals, policies and objectives in the comprehensive plan. In addition, there must be consistency between the community vision and the Georgia Department of Community Affairs Quality Community Objectives as well as consistency with the community visions of other communities within the region.

The following vision statements were derived from the various comments and suggestions raised during public meetings and through the available survey process. They reflect the consistent themes and issues cited in discussions about prioritizing the local residents over pursuit of change and the strong desire to retain the current level of "*small town charm*" that so many people used to affectionately describe their hometown. To the extent that the local governments pursue major projects and policies the citizens participating in the planning process stressed the need to remain focused on the well-being of current residents and to not sacrifice too much of the existing character of the community, as established by the prevailing scale and rustic nature of local development and the strong academic, civic, and other institutions that help bond the community.

For Dawson County, the prevailing theme from respondents was the desire to refine their sense of place and not "*fall victim to metro Atlanta*." To this end the biggest concern was preserving the landscape and rural nature that defines so much of the county today. Some growth was expected and encouraged but planning process participants expressed a hope that the scale and character of that change would embrace the stark contrast between Dawson and Forsyth County to the south. Effort should be made to protect the scenic areas and agricultural lands from too quickly turning over into bland subdivisions, and new development should seek ways to evoke a more rural, almost Appalachian theme to their design.

"My community's biggest asset that should be preserved is..."

Count	Word
42	Small (town)
36	Natural/ Nature
20	Beauty
19	Forest
19	Rural
15	Lake Lanier
15	Community
11	Downtown
10	Trees
8	Agriculture
7	Greenspace

Steps like these, it was said, would help "*keep Dawson Dawson*." It would also allow the community to grow organically, serving the interests of existing residents first before devoting too many resources chasing new residents. Dawson is evolving as a hometown and has realized many improvements among County and City projects that add to the appeal of living here. Participants wanted to build on this progress and envisioned a community that can grow at a pace modest enough to enable quality by not outpacing capital improvements.

These sentiments meant the general vision for Dawson County had no need for major change at this time. Support was expressed for the statement as capturing the priorities and values for the community, seeking first to preserve the existing character and then working to foster continued progress.

VISION STATEMENT	DAWSON COUNTY

Dawson County, Georgia, envisions a future where residents and visitors feel welcome. The county will be a place that preserves and celebrates special places, scenery, and cultural resources and directs commercial and residential growth to select areas that are prepared with proper infrastructure, and where urban growth is guided to select areas that are economical and efficient to serve with infrastructure and utilities.

Dawson County will maintain its unique character, which includes a mountain heritage, rich scenic beauty, specialty farms, friendly people, and a small town, rural feel. The county will prioritize the protection of natural resources for the use and enjoyment of future generations.

Dawson County will also seek to continually improve as a community by investing wisely in those facilities and services desired by local residents and always striving to provide an affordable, safe, and quality hometown.

Needs & Opportunities

To achieve its stated vision a community must understand those obstacles and issues that must be addressed in order to reach the goals implied. The comprehensive planning process asks communities to assess the information outlined in an effort to identify issues and opportunities that should be considered when trying to plan for the future. In doing so the communities can more effectively define their objectives and actions to as to better achieve the desired vision.

The following represents a refined listing of Issues and Opportunities for Dawson County. Some may have carried over from the previous plan, but the list has been confirmed and/or refined based on the discussions and analyses throughout the current planning process.

- ***Land Use Management***

  With the expectation of continued growth and development, and with the demand from residents to preserve the area's predominantly rural character, the County must ensure its land use policies are applied in such a way that will concentrate development to areas better suited for more intensive activity. This will include planning and zoning policies, using more resource material to promote preferred development types, an update of greenspace and conservation planning, and working to ensure capital improvements are directed in coordination with an overarching land use and development strategy.

Needs & Opportunities	Mitigation Strategies
• Need to manage the potential volume of expected growth, via efficient use of utilities and capital improvements.	1. Update long-term water and sewer plans (2020) 2. Develop road improvement plan (2019) 3. Revise facility and vehicle assessment for fire depts. and law enforcement. (2019) 4. Update Parks and Recreation Master Plan (2021) 5. Update Future Development Strategy (2022)
• Need to manage development's impact on the County's character of by coordinating land use policies to concentrate growth and preserve rural areas.	1. Update long-term water and sewer plans (2020) 5. Update Future Development Strategy (2022) 6. Adopt conservation design subdivision regulations (2019)
• Need to protect the area's natural resources in manner that supports the local ecology and Dawson County's rural character.	6. Adopt conservation design subdivision regulations (2019) 7. Maintain State Environmental Planning Criteria (Policy) 8. Support the Upper Chattahoochee Riverkeeper and Upper Etowah River Alliance (Policy)

- ***Refining our Identity and Sense of Place***

  Area residents and stakeholders wish to see Dawson County aspire for a stronger, unique identity and a sense of community by fostering complementary development forms, increased visual cues that define and unify the community, and coordinated use of capital improvements that will enhance the residential appeal of Dawson County.

Needs & Opportunities	Mitigation Strategies
• Strong demand to preserve the area's rural character through measures that protect natural resources, support agricultural activity, and concentrates growth and development.	7. Maintain State Environmental Planning Criteria (Policy) 6. Adopt conservation design subdivision regulations (2019) 8. Support the Upper Chattahoochee Riverkeeper and Upper Etowah River Alliance (Policy) 9. Support the Friends of Amicalola Falls, Appalachian Trail Conservancy, and other natural resource advocates. (Policy) 10. Survey county to identify prime agricultural areas (2019) 11. Establish policy to protect prime agricultural areas from urban scale utilities. (2020) 12. Seek to concentrate development around existing urbanized areas. (Policy)
• Strong demand to seek an improving quality of development coming into the county, with an emphasis on styles that maintain rural character.	13. Develop/Obtain reference material for architectural design guidelines to promote desired forms among developers. (2019)
• Need to review and possibly amend property maintenance policies to protect against properties falling into blight and unsafe conditions that adversely impact property values and deter private investment into the community.	14. Survey code enforcement performance (2019) 15. Hold workshop to review code enforcement practices (2019) 16. Initialize annual report on code enforcement, tracking site visits and violations. (2020) 17. Identify resources to assist homeowners with property revitalization (2020)
• Dawson County should pursue parks and public facilities that present a sense of quality and unique brand/identity to the community, and that support and enhance the area's rural character.	4. Update Parks and Recreation Master Plan (2021) 18. Develop preferred design elements for County and School Board facilities (2020)

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➢ ***Having a Comprehensive Strategy for Housing***

As part of the demand to strengthen the community as a premier hometown and rural residential destination for families there is a need to ensure Dawson County will attract and sustain quality housing at all economic levels. Efforts must be made to ensure quality workforce housing is available, to ensure the market is viable for reinvestment and maintenance of properties, that there is a plan to attract and accommodate more higher-end housing, and that all residential areas are/feel rooted in the community.

Needs & Opportunities	Mitigation Strategies
• Dawson County currently does not have sufficient housing to meet projected demands for various special needs housing, such as senior housing (dependent and independent) and entry-level housing.	19. Develop/ Obtain a market study for senior housing in Dawson Area (2020) 20. Identify target sites best suited for senior housing (based on market study) (2021) 21. Convene forum with builders and banks to discuss entry level housing (2019)
• The County must work to improve the quality of distressed and aging housing units by seeking to foster reinvestment and maintenance and providing a climate that attracts better new development.	22. Convene forum with builders and banks to discuss entry level housing (2019) 23. Identify resources to assist homeowners with property revitalization (2020)
• Dawson County needs a strategy to lure higher grade housing units that will increase the variety of local options and improve the prevailing property tax conditions.	6. Adopt conservation design subdivision regulations (2019) 24. Survey realtors re: potential for high-end housing in Dawson (2019)

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- ***Coordinating Economic Development***

In an effort to attract business and industry types that are desired and a best fit for Dawson County, there should be an intentional and coordinated strategy among local economic development stakeholders to ensure the best use of area resources. The County must work with Dawsonville and neighboring jurisdictions to identify suitable land that works with prevailing infrastructure and utilities, while simultaneously coordinating capital improvements as part of a comprehensive land use strategy. The County must also support efforts to improve local education and training resources as well as fostering conditions that make the community attractive as a hometown to employees.

Needs & Opportunities	Mitigation Strategies
The County lacks a formal plan for where to locate and best sustain new and existing industrial development.	25. Develop freight traffic study for the county (2020) 26. Develop conceptual site plans and funding options for spec industrial parks (2020) 27. Develop target industry recruitment strategy in conjunction with Development Authority (2020)
The County needs a plan that matches utility, infrastructure, and housing development designed specifically to support economic development.	1. Update long-term water and sewer plans (2020) 2. Develop road improvement plan (2019) 3. Develop facility and vehicle assessment for fire depts. and law enforcement. (2019) 4. Update Parks and Recreation Master Plan (2021) 5. Update Future Development Strategy (2022) 28. Develop Broadband and Telecom Plan Utility (2020)
The County needs to develop a strategy for increased cooperation with regional partners in attracting and sustaining desirable economic development.	29. Develop inventory of regional assets; Create marketing tool promoting same. (2019) 30. Sustain and expand network of regional economic development partners; Convene regular meetings (Policy) 31. Continue to support economic development through partnership with Development Authority of Dawson County, Industrial Building Authority of Dawson County, Dawson County Chamber of Commerce, and the Joint Development Authority of Lumpkin, White, Dawson Counties. (Policy)

- ***Continued Capital Improvement Planning and Coordination***

The County needs to ensure that all capital improvement projects, such as roads, utilities, and public facilities, are pursued in a manner that is both fiscally responsible and designed in a manner that best supports the overall development strategy for the community. Improvements should be limited in areas where high intensity development is less compatible, and should be done so as to yield efficient returns in more populated areas.

Needs & Opportunities	Mitigation Strategies
Planning for all capital improvements must be done in a way that respects other Comp Plan goals, such as regarding the County's rural character and sustaining new business and industry.	6. Adopt conservation design subdivision regulations (2019) 10. Survey county to identify prime agricultural areas (2019) 11. Establish policy to protect prime agricultural areas from urban scale utilities. (2020) 32. Implement 2050 Master Plan for water and sewer (Policy) 33. Utilize SPLOST (and comparable measures) to support investment in infrastructure (Policy) 12. Seek to concentrate development around existing urbanized areas. (Policy) 26. Develop conceptual site plans and funding options for spec industrial parks (2020)
Dawson County must maintain efforts to ensure fiscal responsibility in the pursuit of, and development of, capital projects.	34. Identify/establish a fiscal standard or benchmark for County operations; Promote County performance (2019) 35. Establish long-term capital improvement budgets for all departments (2019)
The plan for all capital improvement projects must be coordinated with other land use goals to ensure they support the protection of natural resources and the rural character of the county.	36. Include review of Comprehensive Plan in site location studies for all new County facilities (Policy) 37. Develop catalog of funding resources for capital improvement projects (2019)
Opportunity to expand parks and recreation opportunities	4. Update Parks and Recreation Master Plan (2021) 38. Report outlining Lake Lanier park opportunities with Army Corps of Engineers. (2020)

- ***Current Capital Improvement Plans***

Needs & Opportunities	Mitigation Strategies
Parks and Recreation • Need new park land throughout the County • Need 2 new FT maintenance staff • Need 2 new vehicles • Demand for indoor aquatic facility	39. Survey identifying potential properties or target areas for parks/ aquatic facility. (2019) 40. Seek funding to increase staff & vehicles (2020) 41. Develop preferred specs and budget for indoor aquatic facility (2020)
Etowah Water and Sewer Authority • Increase water storage and treatment capacity • Continue upgrade of service lines • Maintain compliance with State water plans	32. Implement 2050 Master Plan for water and sewer (Policy) 42. Complete the Russell Creek Reservoir, water treatment plant expansion and water reclamation facility expansion (2020) 43. Maintain participation with North Georgia Water Partnership (Policy)
Fire Department • Replace worn out vehicles • Need to replace radio equipment	44. Replace vehicles in accordance with Fire Department Assessment (Policy) (See CIE) 45. Upgrade radio and communications equipment (2020)
Public Works • Need additional staff for field work, road and bridge dept., transfer station • Need equipment and commercial vehicles replaced	40. Seek funding to increase staff & vehicles (2020)

DEVELOPMENT STRATEGY

Broadband Assessment

As communities move forward the importance of access to reliable and high-speed, high capacity internet connections cannot be overestimated. Unserved and underserved areas of Georgia will not remain economically competitive without sufficient internet infrastructure, as this technology becomes the default utility for all manners of communication.

To address this issue in 2018 the Georgia General Assembly amended the provisions of local planning in Georgia by passing the "Achieving Connectivity Everywhere (ACE) Act," intended to facilitate the enhancement and extension of high-speed internet access in communities that lack such infrastructure and the vast resources it provides. In time the State will support programs and initiatives aimed at delivering the community improvement and empowerment potential that reliable, high-speed internet access can provide to even the most difficult-to-serve citizens, schools, and businesses. As the first step in planning for this critical, potentially catalytic infrastructure, the "Ace" Act requires all local governments to incorporate the "*promotion of the deployment of broadband internet services*" into their local plan.

In assessing the Dawson County's 2018 access to higher grade broadband technology stakeholders were asked to rate the general satisfaction of existing internet service providers and the County provided information about the general distribution of high capacity lines throughout the area. The majority provider within the area (based on geographic area) is Windstream, for which service ratings were considered below average. Both Windstream and Comcast provide major commercial service in the GA 400 corridor, along arterial roads leading westward into the county and to Dawsonville, and along various roads throughout the unincorporated County. There are, however, several gaps in "last-mile" connectivity along more remote rural roads, particularly with regard to higher speed and higher capacity lines.

The County does have access to the North Georgia Network (NGN), an incorporated cooperative providing a regional fiber optic system with over 1,600 linear miles of infrastructure. The NGN was conceived as part of visions for a more prosperous rural Georgia, with the knowledge that a fiber optic network that is fast, reliable and affordable is vital to modern economic development. The NGN provides infrastructure that loops through the northeast Georgia mountains with 100 gigabit core line and connects to almost all the schools and colleges in the region as well as reaching many government structures and prominent business parks.

Based on survey results, public comments, and stakeholder input, there remains a strong need for improved internet access in rural Dawson County. The County, likewise, supports improvement programs that will expand local network connectivity and enhance network capacity with an eye toward significantly greater growth (and therefore increased demand for internet services) within the areas between Dawsonville, Forsyth County and Lake Lanier.

Priorities for Future Network Enhancements

- Ability to increase "last-mile" connections
- Higher-capacity trunk lines westward from NGN
- Expansion of NGN north of Dawsonville

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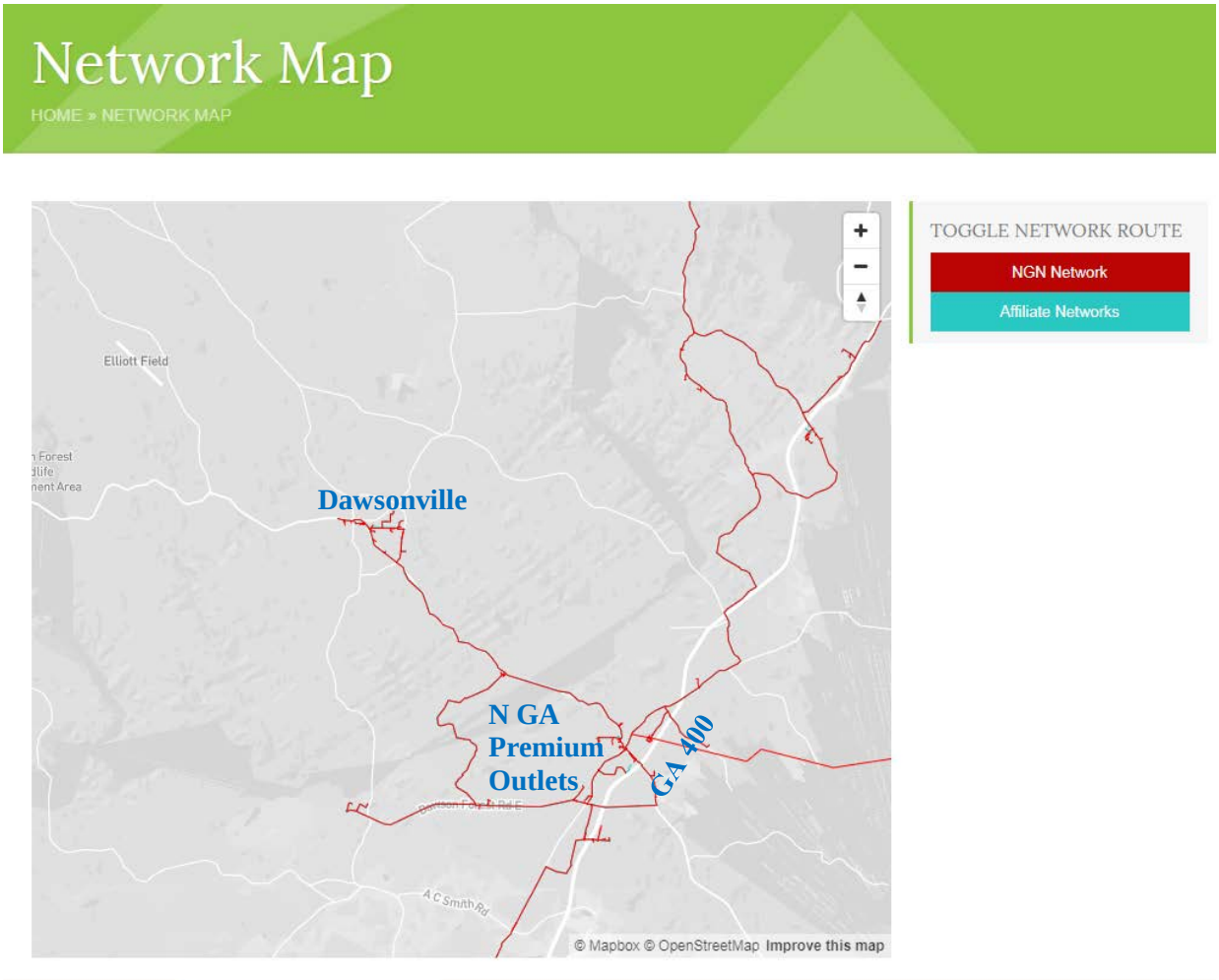
North Georgia Network Lines in Dawson County



Transportation

Transportation concerns the level of accessibility of sites and development, and the demands for transportation facilities and services vary by land use, demographics and other factors. The dynamic nature of accessibility and the various factors that determine functional performance in infrastructure suggest transportation planning requires special attention.

Transportation Planning

After each decennial Census, the Census Bureau updates the designations of urbanized and metropolitan areas, designations that bring with them federal requirement for transportation planning in order to ensure efficient infrastructure networks and to combat air pollution. After the 2010 Census a portion of Dawson County was deemed part of an urbanized area connected with Forsyth County and metro Atlanta, meaning Dawson County was mandated to participate in a Metropolitan Planning Organization (MPO) for transportation modeling and assessment. In Georgia compliance with Federal policy establishing an

MPO rests with the State, which assigned Dawson County to the metropolitan Atlanta region, for which transportation planning is directed by the Atlanta Regional Commission (ARC).

The ARC's *Regional Transportation Plan* (RTP) is the long-range transportation strategy for the 20-county MPO area. The plan is financially constrained, meaning project costs and revenue streams are balanced and therefore eligible for federal assistance. Projects identified within the RTP are then listed as part of the Georgia Department of Transportation's *Transportation Improvement Program* (TIP). Last updated in 2018, the RTP does not yet identify any capital projects for Dawson County. Part of this is due to the current grade of roads within the urbanized portion, which is largely the GA 400 corridor that has seen recent improvements. Part of this also is the location of the area on the fringe of the metro district, where congestion relief demands priorities lie in other areas. The table below denotes transportation planning priorities for Dawson.

The portion of Dawson within the MPO

(MPO materials and reports can be found at www.atlantaregional.org)

AR-5307-DA	FTA SECTION 5307/5340 FORMULA FUNDS ALLOCATION FOR DAWSON COUNTY	Jurisdiction: Dawson County	Existing	Planned	Length (mi.)	Network Year
N/A		Sponsor: Dawson County	N/A	N/A	N/A	TBD
Programmed		Service Type: Transit / Formula Lump Sum	Analysis: Exempt from Air Quality Analysis (40 CFR 93)			LCI ☐ Flex ☐

	Status	Year	Fund Type		State	Local	Bonds	Total
CST	AUTH	2013	Transit Urbanized Area Formula Program	~~$13,386~~	~~$0,000~~	~~$3,347~~	~~$0,000~~	$16,733
CST	AUTH	2014	Transit Urbanized Area Formula Program	~~$14,189~~	~~$0,000~~	~~$3,547~~	~~$0,000~~	$17,736
CST	AUTH	2015	Transit Urbanized Area Formula Program	~~$14,081~~	~~$0,000~~	~~$3,520~~	~~$0,000~~	$17,601
CST	AUTH	2016	Transit Urbanized Area Formula Program	~~$13,955~~	~~$0,000~~	~~$3,489~~	~~$0,000~~	$17,444
CST	AUTH	2017	Transit Urbanized Area Formula Program	~~$14,864~~	~~$0,000~~	~~$3,716~~	~~$0,000~~	$18,580
CST		2018	Transit Urbanized Area Formula Program	$12,671	$0,000	$3,168	$0,000	$15,839
CST		2019	Transit Urbanized Area Formula Program	$14,864	$0,000	$3,716	$0,000	$18,580
CST		2020	Transit Urbanized Area Formula Program	$13,400	$0,000	$3,350	$0,000	$16,750
CST		2021	Transit Urbanized Area Formula Program	$13,400	$0,000	$3,350	$0,000	$16,750
CST		2022	Transit Urbanized Area Formula Program	$13,400	$0,000	$3,350	$0,000	$16,750
CST		2023	Transit Urbanized Area Formula Program	$13,400	$0,000	$3,350	$0,000	$16,750
				$151,610	**$0,000**	**$37,903**	**$0,000**	**$189,513**

Roads

Assessment of roadway infrastructure involves an inventory of roads by functional classification, a process by which streets and highways are grouped according to the character of service they are intended to provide. Individual roads and streets do not all serve the same function, nor do they manage travel independently but rather as part of a cohesive network. Transportation planning for roads, then, is used to determine how this travel can most efficiently move within the network, and functional classification assists with this process by defining the part that any particular road or street should play in serving the flow of trips through a roadway network.

Dawson County is traversed by several rural arterial roads that provide the critical connections to neighboring communities, medical facilities, and regional economic centers. GA 400, a north-south roadway on the eastern side of the county, is the most critical roadway both for accessing job centers and medical facilities to the south but also for bringing tourists to the mountains and the North Georgia Premium Outlets. The road recently saw an upgraded intersection with SR 53 and is considered functional for the planning time frame. The east-west arterials of SR 53and SR 136, however, will need monitoring for needed improvements as the county grows. SR 53, in particular, provides access across Lake Lanier, Gainesville, I-985/ GA 365, and further east I-85. This is a critical corridor for freight and tourism traffic and widening this road is currently a long-term project for GDOT.

Pedestrian Accessibility

Pedestrian accessibility refers to the level of connections available within a community to people via walking, biking or other non-motorized means. Traditionally this is provided through sidewalks and trails. At the moment there is little demand for sidewalks outside of Dawsonville. There are some sidewalks available throughout the GA 400 corridor but it varies from development to development. Likewise, some subdivisions within the county have subdivisions but there are no major connections between suburban residential areas and other destinations. There is, however, a growing desire to see trails in the county that might serve both as recreational destinations and as possible point-to-point connectors between population centers and key destinations in the area, such as parks or retail areas. The County will pursue a trails plan within the next 5 years to identify possible routes and funding options.

Alternate Transportation

Dawson Transit has provided residents with public transportation services since the spring of 2001. Dawson Transit currently operates four buses, all ADA compatible and equipped with wheelchair lifts, for use is dial-a-ride transit services. Buses operate on an advanced reservation basis, and on a first come, first serve basis. Buses run from 8:00 a.m. - 4:30 p.m., Monday – Friday, and do not operate on weekends or on special holidays. To date transit services are considered adequate, however as the population grows additional vehicles and/or the possibility of expanded service times may experience more demand.

Airports and Rail Service

Dawsonville and Dawson County are not served by passenger rail service within the County. Amtrak provides the closest passenger rail service along the Norfolk Southern route, which runs northeasterly to Greenville, S.C., and southwesterly to Atlanta. Located east of the County, City of Gainesville is the nearest passenger depot to Dawson County.

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Dawsonville and Dawson County are not served by a public-use airport. A privately owned airstrip, Elliot Field, is located within the city. Public use airports in proximity to Dawsonville include Gainesville, Blairsville, Dahlonega, Canton and Jasper.

County	City	ID	Runway Length (ft.)	Runway Width (ft.)	Level*
Hall	Gainesville	GVL	5,500	100	III
Lumpkin	Dahlonega	9A0	3,090	50	I
Pickens	Jasper	JZP	5,000	100	II

Source: Georgia Airport Association

** Georgia Aviation System (20-year) Plan - all public use airports in Georgia are assigned one of three functional levels as relates to the state's transportation and economic needs:*

Development Trends and Influences

Land use management policies and programs represent guidelines for shaping development patterns that provide for efficient growth while also protecting sensitive social and environmental areas. As such communities should take into account their current and immediately projected conditions and assess the identified needs and issues regarding the built landscape and community services for the area. This section presents an inventory of existing land use patterns and development trends for the community, allowing the local government to produce the most effective policies needed to manage the demands from projected development.

Immediately south of Dawson is Forsyth County, which has routinely been among the fastest growing counties in the US since 2005. Forsyth has doubled in population since 2000 to now more than 200,000 estimated residents. While this has not yet produced huge spillover effects in Dawson County the early signs are showing and most folks in the real estate fields expect Dawson and other parts of northern metro Atlanta to see their share of the suburban and urban expansion within the next few years. Some subdivision development has occurred, both realized and proposed. It has been concentrated along the 400 corridor, Forsyth-Dawson County line, and the City of Dawsonville. The school system has prepared for potential growth and has the capacity to add another 2,000 students without building another school.

Because of the traffic volumes on GA 400 fostering strong commuter ties southward Dawson has seen new residential and retail development along this corridor as part of the early waves coming in, with the outlet mall area now surrounded by additional shopping centers, big box retail stores and varieties of chain dining and shopping options. Particularly at the intersection with Hwy 53, the east/west arterial that leads into Dawsonville and across the lake to Gainesville, this stretch of the GA 400 corridor is the busiest roadway in the county and the hub of current and projected economic activity. Should the County succeed with efforts to foster some minor industrial, technical, or goods production uses in the area then it will serve as a nodal magnet for supporting residential activity.

Dawsonville itself may serve as a center attracting additional development. The City is embracing more urban development forms, has plans for a new park, and is pursuing other downtown attractions. When these factors are combined with the County and School Board's efforts to improve the caliber of civic investments in the area it's possible to better envision Dawsonville growing into a stronger city that may attract residents looking for the small urban form within a rural setting.

North of Dawsonville is a large tract of property that has been available for development since the recession. A former piece of larger timber interests, this property has been proposed for a possible 2,500 unit development. Former plans envisioned this area becoming a form of uptown Dawsonville, featuring a minor commercial and civic center about 3 miles north of downtown Dawsonville. Current plans seem to be leaning towards conservation instead of development.

Environmental Assessment

The following is provided as a simplified assessment of critical environmental conditions in effect in Dawson County. The locations for any identified conditions can be found on the correlating map.

Clean Water Act Compliance

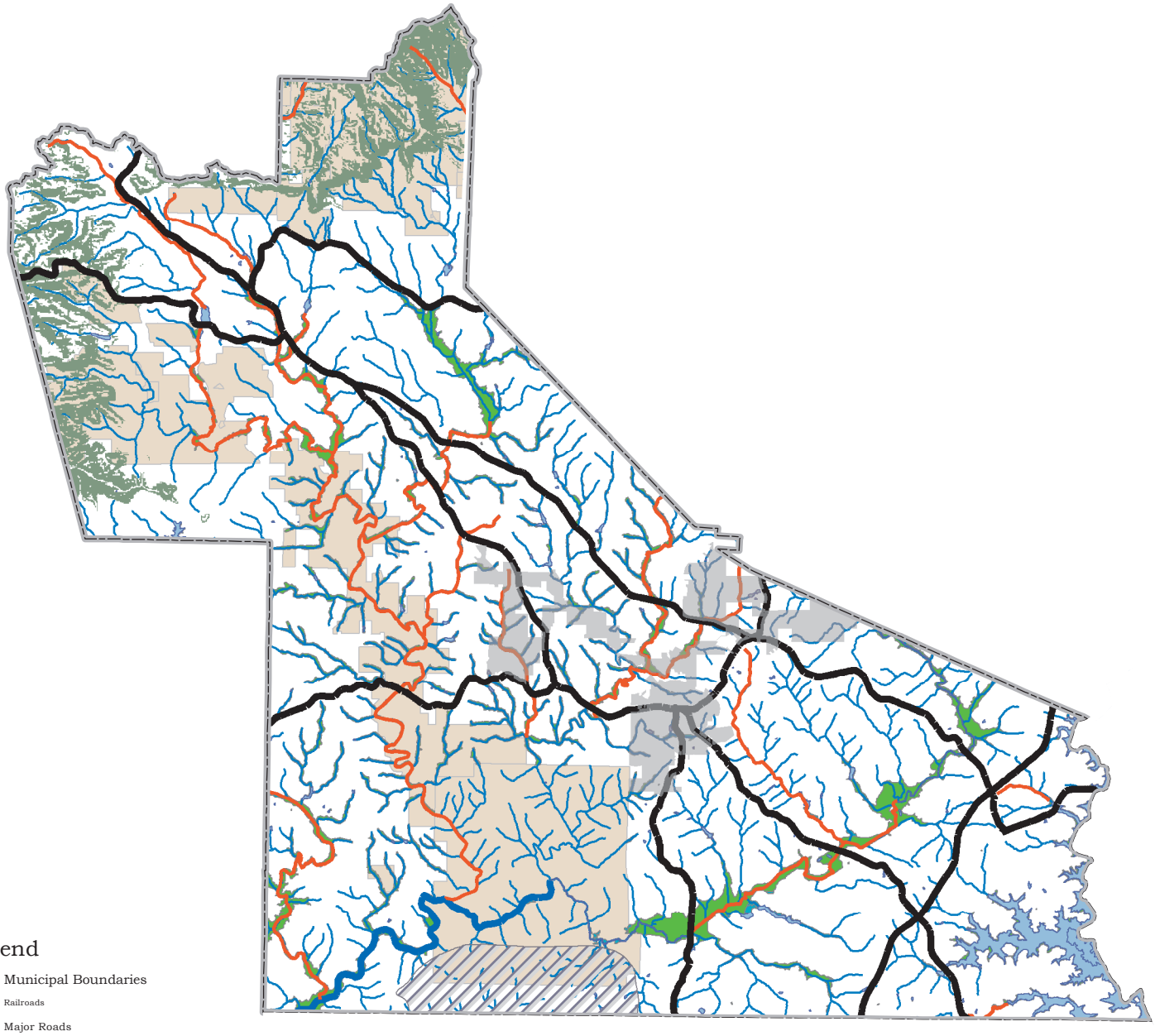
Y	Any "not supporting" 303(d) listed waterbodies? If yes, these waterbodies have been found contaminated to the extent that they are not considered supporting their designated use. As such the local community should seek to manage land uses within the watershed so as to yield healthier water quality.
Y	Any 305(b) listed waterbodies?
N	If yes, do the Implementation Plans/Watershed Management Plans require any outstanding actions from the local government? If so, please include these actions within the Implementation Program.

There are several listed stream segments within Dawson County, predominantly for fecal coliform (bacteria) and for sedimentation, however the County, the City of Dawsonville, and other area stakeholders have worked hard to greatly improve water resource stewardship practices and water quality standards. Regional partners such as the Upper Chattahoochee Riverkeeper, Upper Etowah River Alliance, and North Georgia Water Partnership can assist the County with monitoring best management practices needed and/or employed in the area and aid in local resource management. The County must work with these entities, the Etowah Water and Sewer Authority, and others in working to address the water quality of local streams and rivers, as ell as Lake Lanier.

Environmental Planning Criteria

Y	Water Supply Watersheds	Minimum regulations in place?	**Y**
Y	Wetlands	Minimum regulations in place?	**Y**
Y	Groundwater Recharge Areas	Minimum regulations in place?	**Y**
Y	Protected River Corridors	Minimum regulations in place?	**Y**
N	Steep Slopes	Minimum regulations in place?	**NA**
N	Protected Mountains	Minimum regulations in place?	**NA**
N	Coastal Areas	Minimum regulations in place?	**NA**

If any required regulations have not yet been established, please list any action items for achieving compliance within the Implementation Program.



Legend

- Municipal Boundaries
- Railroads
- Major Roads
- Dawson County Flood Areas
- Ground Water Recharge Areas
- 305b 303d Streams
- Protected Rivers
- Protected Mountains
- Ponds and Lakes
- Streams and Rivers
- National Wetlands Inventory
- Conservation Lands

Dawson County
Environmentally Sensitive Areas

Georgia Mountains Regional Commission

Map Prepared By FDB, July, 2018

N W E S

0 0.5 1 2 3 Miles

Areas Requiring Special Attention

Analysis of prevailing trends assists in identifying preferred patterns of growth for the future. Such analyses can identify those areas requiring special attention with regard to management policies, such as natural or cultural resources likely to be intruded upon or otherwise impacted by development.

- *Areas where rapid development or change of land uses is likely to occur*

  The are subject to the most immediate and rapidly growing pace of development is the GA 400 corridor and the southern portion of the county along the Forsyth County boundary. This is due to the presence of the outlet mall and the proximity to, and arterial access to, all the other regional economic centers available for commuters. The area is rapidly becoming suburban and features several roadway corridors that are lined with regional shops and offices, driving the local economy and attracting more of the same style of development.

- *Areas where the pace of development has and/or may outpace the availability of community facilities and services, including transportation*

  While the GA 400 corridor is growing the area is expected to match or exceed utility demand for the foreseeable future. With recent road improvements to GA 400 itself and the intersection with SR 53, the greatest infrastructure improvements needed are the eventual widening of the east-west connector along GA 53 and the completion of the Dawsonville perimeter road. The Georgia DOT is currently assessing route option for the perimeter road and has long-term plans regarding GA 53.

  Broadband capacity, meanwhile, was addressed in its own section.

The other standard questions for Areas Requiring Special Attention (listed below) do not have applicability in Dawson at this time. The county lacks the volume or concentration of impoverished areas or areas targeted for redevelopment. There are select properties scattered across the county that could and will be promoted for adaptive reuse, infill, or revitalization, but these are not clustered so as to form a particular district or target area for a comprehensive effort.

- *Areas in need of redevelopment and/or significant improvements to aesthetics or attractiveness (including strip commercial corridors)*
- *Large abandoned structures or sites, including possible environmental contamination.*
- *Areas with significant infill development opportunities (scattered vacant sites).*
- *Areas of significant disinvestment, levels of poverty, and/or unemployment substantially higher than average levels for the community as a whole*

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Future Land Use

A key component of the comprehensive planning process is the development of a Future Land Use Map that reflects the community's vision for proposed growth and development during the course of the planning period. This vision was developed through an extensive public visioning process and expresses the unique character of various portions of the community. Land use planning is designed to focus on the physical appearance (aesthetics) and function of each property and, to the extent possible, program the potential development capacities for each to coordinate with optimal utility and infrastructure programing. The goal is to enhance the existing character and function of the community or promote a new, more desirable development options for the future. The various future land use categories are intended to support the overall future development strategy by promoting the desired development patterns and provide a framework for coordination of capital improvement projects that may impact development.

The following pages present the map and narratives of each Future Land Use category associated with Dawson County. Each category outlines a specific vision or plan that includes the following:

- Written description and pictures or illustrations that identify the patterns and scales of development encouraged in that area.
- Identification of implementation measures to achieve the desired development patterns for the area, including more detailed sub-area planning, new or revised local development regulations, incentives, public investments, and infrastructure improvements.

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Rural Agriculture – 217,800 square feet (5 Acre)

The exurban residential area is neither exclusively agricultural nor exclusively residential. Much of this area is rural, agricultural, steeply sloping, and/or forest land. The minimum lot size of five (5) acres is the least amount of land that is considered necessary to sustain viable agricultural or forestry operations. Most of the land in this future land use classification has steeply sloping mountain and hillside topography. It is attractive from a residential market standpoint for Rural Agricultural development, given the scenic mountain views. This area is well beyond the projected limits of development during the 20-year planning horizon (to 2028). In the context of growth management, a five-acre minimum lot for subdivisions is expected to prevent suburban subdivision development, though amenities-driven (*i.e.*, mountain views) exurban development is still likely despite the five-acre minimum lot size.

Although most agriculture shown on the future land use plan map is cropland, some agricultural operations such as poultry houses may result in odors, dust, noise, or other effects which can be incompatible with single-lot residential development, which is permitted in this land use category. Although designated as Rural Agriculture, property owners continue to have low-density residential subdivision rights. Within the designated agricultural belt along the west side of the Etowah River, subdivision for detached, single-family residences may be appropriate if developed at lot sizes of five acres or more. If subdivided, lands in the agricultural belt should adhere to conservation subdivision principles in order to retain as much of the belt as possible, thereby protecting sensitive habitat along the river and also contributing to objectives of protecting the existing water supply watershed. Transferable development rights (TDR) is also a potentially useful technique for maintaining this agricultural belt.

Land Uses	***Zoning Districts***
• Rural Residential • Parks, Recreation and Conservation • Forestry • Agriculture • Agricultural Retail	• Residential Agriculture • Agriculture

Strategies

- Have Committee study increasing minimum acreage requirements for rural zoning categories
- Develop Greenspace Master Plan
- Develop Bike/Pedestrian/Greenways Master Plan
- Adopt conservation subdivision regulations
- Adopt Best Management Practices (BMP) for stormwater run-off
- Update development regulations to address drainage and impervious surface requirements

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Rural Residential – 130,680 square feet (3 Acre)

Similar to the Rural Agricultural area, the Rural Residential category seeks to preserve the pastoral landscape of the west of the county, limiting the need for public improvements and celebrating the natural landscape that remains both a scenic value to the community and a critical facet of supporting the environment and natural resources. This future land use category corresponds to lands west of the forest greenbelt which runs west of Dawsonville's proposed developed area. This area currently includes exurban and rural residences, farms, and forests. A three-acre lot size ensures that this area remains rural and very low density residential, so as to prevent the need to extend facilities and services to that area. It is desirable that conservation subdivision principles be followed in this area in order to encourage the set-asides of open space or retention of farm and forest lands.

Land Uses	***Zoning Districts***
• Rural Residential • Parks, Recreation and Conservation	• Residential Agriculture

Strategies

- Have Committee study increasing minimum acreage requirements for rural zoning categories
- Develop Greenspace Master Plan
- Develop Bike/Pedestrian/Greenways Master Plan
- Adopt conservation subdivision regulations
- Adopt Best Management Practices (BMP) for stormwater run-off
- Update development regulations to address drainage and impervious surface requirements

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Sub-Rural Residential

The primary area of unincorporated Dawson County designed as Sub-Rural Residential is bounded by the forest belt and Dawson Forest on the west, Lumpkin County line on the north, and the agricultural belt to the south and east. In the southern part of this area, there is extensive residential development, but the northern part of this area is mostly undeveloped.

Though this area may receive new development at gross densities of up to 0.67 unit per acre (1.0 acre with public water), it is not targeted for major development. Public water service may be extended into much of this area, particularly the southern half, during the planning horizon (year 2028). It is desirable that conservation subdivision principles be followed in this area in order to encourage the permanent protections of open space or retention of farm and forest lands.

There is a second area designated as Sub-rural Residential by the future land use plan map, east of Georgia 400 and lakefront residential uses along Lake Lanier. Development in this area must be sensitive to the Lake Lanier watershed, and as a result, densities are proposed to be kept low (0.67 unit per acre) in this area. The desired development pattern should seek to:

- Permit rural cluster or conservation subdivision design that incorporates significant amount of open space
- Limit extension of public utilities in these areas
- Limit parking in front of properties
- Connect to regional network of greenspace and trails, available to pedestrians, bicyclists, and equestrians for both tourism and recreational purposes
- Consider the use of drainage swales on paved roads in lieu of curb and gutter
- Ensure safe and direct access to major thoroughfares
- Provide at least one access point from a County road for a minimum number of homes
- Allow unpaved roads and shared driveways that provide access for up to six residences
- Support and encourage agricultural industries

Land Uses	*Zoning Districts*
• Rural Residential • Sub-rural Residential • Parks, Recreation and Conservation • Forestry • Agriculture	• RSR (for Sub-Rural Residential with 1.5 acre lot minimum on septic and well; one acre on septic and public water) • RRE (lot min. of 1.5 acres or three acres in sbdv.) • Residential Agriculture

Strategies

- Develop Greenspace Master Plan
- Develop Bike/Pedestrian/Greenways Master Plan
- Adopt conservation subdivision regulations
- Adopt Best Management Practices (BMP) for stormwater run-off
- Update development regulations to address drainage and impervious surface requirements

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Residential Town– 17,424 square feet (0.40 Acre)

This category is assigned to the unincorporated lands surrounding the City of Dawsonville that are expected to be served by sanitary sewer (generally around Perimeter Road). It is targeted for suburban development patterns conducive to municipal-scale densities and for the potential mix of residential types that exist or are planned for the city.

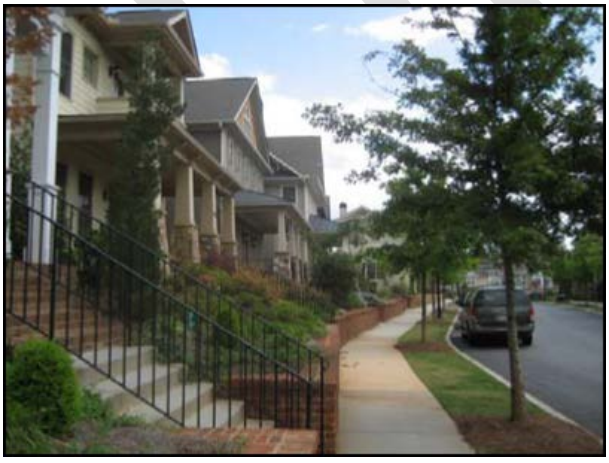
Residential – Town will accommodate variants of multi-family housing and single-family detached housing that can feature densities of under 1-acre lots. The County will seek to guide design standards that ensure the caliber of structures is compatible with the surrounding area both in the City and in the unincorporated County. There will also be an emphasis by the County to ensure these developments also feature the type of amenities and elements conducive to successful urban living, such as:

- Sidewalks and trails connecting properties and with any nearby City network
- Passive or active use parks and pocket parks
- Ancillary amenity areas such as neighborhood pools or playgrounds

Land Uses	***Zoning Districts***
• *Multi-family housing* • *Townhomes/ Attached single family* • *Single family residential* • *Neighborhood parks*	• Residential Town

Strategies

- Maintain existing development regulations
- Routinely review development trends with Dawsonville staff



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Multiple-family Residential (6 units per acre – Density Neutral type development)

This category includes senior communities, apartments, townhouses, and condominiums. It is limited predominantly to the Georgia 400 corridor. The recommended residential density is a maximum of 6 units per acre. This density is established as a maximum gross density such that projects within this category are not limited to a single housing type and may include any of the noted multi-family construction types as well as other attached residential units. This allows for a creative use of available land and a variety of housing choice within developments. Those developments choosing to exercise the density neutral option will be required to submit and develop according to a binding master plan.

Land Uses	***Zoning Districts***
• Apartment complexes • Townhomes • Senior residential centers • Community Amenity Areas	• Multi-family residential

Strategies

- Maintain existing development regulations
- Routinely review development trends with Dawsonville staff
- Annually review/ update contact list of property owners and maintenance companies for multi-family residential complexes

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Crossroads Commercial

This category is for small node (4-15 acres) of commercial development at intersections primarily in rural/exurban and suburban areas along corridors designated as "scenic." Crossroads Commercial nodes are not appropriate for automobile sales and service establishments or other highway commercial uses. Rather, they are intended to be limited to very small, enclosed retail trade and service establishments serving the immediate area. Crossroads Commercial areas are also subject to design review and approval to ensure their architecture and site design are in keeping with policies for scenic corridors and rural/exurban development character. The desired development pattern should seek to:

- Limit extension of public utilities in these areas
- Enact guidelines for new development that enhance the scenic value of the corridor and addresses landscaping and architectural design
- Consider the use of drainage swales for paved roads in lieu of curb and gutter
- Encourage compatible architectural styles that maintain the regional rural character and do not include franchise or corporate architecture
- Limit parking in front of commercial properties
- Ensure major commercial or employment centers do not encroach on residential development
- Connect to regional network of greenspace and trails, available to pedestrians, bicyclists,
- and equestrians for both tourism and recreational purposes
- Provide pedestrian linkages to adjacent and nearby residential or commercial districts
- Provide bicycle accommodations
- Consolidate driveways and use directional signage to clustered developments
- Institute driveway controls and access management standards to facilitate traffic flow
- Separate through-traffic from local traffic
- Plan for future expansion as the surrounding area grows
- Allow unpaved roads and shared driveways that provide access for up to six residences

Land Uses	*Zoning Districts*
• Parks, Recreation and Conservation • Forestry • Agriculture • Exurban Residential • Rural Residential • Suburban and Lakefront Residential • Office Professional • Crossroads Commercial	• C-RB, C-CB (for Crossroads Commercial) • Other Scenic Corridors Overlay Districts needed

Strategies

- Adopt regulations for Scenic Corridors
- Adopt Georgia 53 Corridor Overlay
- Develop Master Bike/Pedestrian/Greenways Plan
- Update development regulations to address drainage and impervious surface requirements

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Planned Residential Community

The development pattern in this district may consist of the resort variety, like Big Canoe, which has increasingly become home to permanent as well as seasonal residents and golf course communities such as Chestatee and Crystal Falls. Planned residential communities provide unique, flexible, creative and imaginative arrangements and site plans that result in predominantly single family residential development. The desired development pattern should seek to:

- Encourage higher density housing types within walking distance of services and amenities within and adjacent to the community
- Emphasize connectivity with adjacent subdivisions and/or commercial developments in the layout of new developments
- Design for walkability throughout, encouraging creative pedestrian networks
- Create interconnected pattern of streets and trails extending into surrounding neighborhoods for cars, bikes, golf carts, and pedestrians
- Limit truck traffic in congested areas by redirecting it to higher capacity roads
- Separate through-traffic from local traffic
- Examine potential for traffic calming techniques on major corridors to facilitate enhanced pedestrian use (including safe crossings)
- Encourage strong connectivity and continuity between each master planned development
- Use access management strategies in appropriate locations e.g. requiring new subdivisions to be developed with an internal street system and no private driveways accessing the highway; for lots adjacent to arterial streets, encourage alley access to allow the building to
- face highway with automobile access to the rear

Land Uses	***Zoning Districts***
• Planned Community • Residential • Parks/ Amenity Areas • Conservation	• *R-PC*

Strategies

- Adopt a gateway and signage master plan for planned communities
- Adopt a circulation master plan that defines how the street, sidewalk, and path network will look and how it will connect to surrounding neighborhoods
- Update county's regulations to require interconnected streets, parking, driveways, sidewalks, greenways, and trails for planned communities
- Adopt a policy framework to prevent encroachment of inappropriate automobile-oriented development that would adversely affect the quality of life and public realm

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Lakeside Residential

The development in these areas consists of suburban residential subdivision development surrounding Lake Lanier. Stormwater runoff becomes an issue in this area because it drains into the lake that provides drinking water for Metropolitan Atlanta and supports the habitat of a variety of species. The desired development pattern should seek to:

- Employ stringent requirements for water quality enhancement measures on individual sites
- Incorporate regional (i.e., serving multiple sites) water quality enhancement areas to intercept stormwater and improve water quality as it flows from development areas into the lake. These regional facilities would be located along the tributaries between Georgia 400 and the lake's shoreline and would likely consist of wetlands, retention ponds, biofiltration swales, and other best management practices for water quality protection
- Set aside land for a network of greenways/trails for use by non-motorized users that link to similar areas
- Connect to regional network of greenspace and trails, available to pedestrians, bicyclists, and equestrians for both tourism and recreational purposes
- Encourage strong connectivity and continuity between each master planned development
- Develop vehicular and pedestrian/bike connections to retail/commercial serves (where possible) as well as internal street connectivity, connectivity to adjacent
- properties/subdivisions and multiple site access points
- Promote street design that fosters traffic calming such as narrower residential streets, on- street parking and addition of bicycle and pedestrian facilities
- Minimize impervious surfaces in environmentally sensitive areas
- Encourage County/GDOT to follow best management practices for erosion and sedimentation, as defined in the Georgia Erosion and Sedimentation Act
- Encourage use of pervious materials for driveways and other hard surface areas
- Reduce or eliminate parking space requirements; encourage pervious surfaces where possible
- Set acceptable environmental and fiscal impacts for extension of streets and utilities

Land Uses	***Zoning Districts***
• Suburban and Lakeside Residential	• RL (Min. lot sizes: 1.5 acres on well; .75 acres public water)

Strategies

- Adopt Best Mgmt Practices to protect water quality from stormwater runoff and sedimentation
- Update development regulations to address drainage and impervious surface requirements Develop Bike/Pedestrian/Greenways Master Plan
- Investigate establishing a local government stormwater utility
- Implement strategies, studies, and plans that call for water quality protection on a regional basis (i.e., all counties in the Lake Lanier basin)
- Set specific time frames for adding additional staff (e.g., water quality engineer) to
- Implement water quality enhancement projects and enforce water quality standards during the development plans review process

Suburban Residential

The development pattern of this land use area consists of locations where pressures for the typical types of suburban residential subdivision development are greatest (due to availability of water and sewer service). Guidelines are needed to encourage pedestrian-friendly neighborhoods that are accessible to transit (when it becomes available), adequate open space, strategically placed civic buildings, a connected system of streets and housing choices. The desired development pattern should seek to:

- Incorporate regional (i.e., serving multiple sites) water quality enhancement areas to intercept stormwater and improve water quality as it flows from development areas into the lake. These regional facilities would be located along the tributaries of the Etowah River and would likely consist of wetlands, retention ponds, biofiltration swales, and other best management practices for water quality protection
- Incorporate master planned mixed-uses blending residential development with schools, parks, recreation, retail businesses and services, linked in a compact pattern that encourages walking and minimizes the need for auto trips within the subdivision
- Locate schools, community centers, or well-designed small commercial activity centers at suitable locations within walking distance of residence
- Promote moderate density, traditional neighborhood development (TND) style residential subdivisions
- Employ design features that encourage safe, accessible streets such as narrower streets, on-street parking, sidewalks, street trees and landscaped raised medians for minor collectors and wider streets
- Encourage comparable architectural styles that maintain the regional character and do not include franchise or corporate architecture
- Establish strong connectivity within, and continuity between, each master planned development to disperse traffic and shorten trips (may include minimizing or prohibiting cul-de-sacs) to disperse traffic in a more traditional grid pattern and to shorten walking/biking trips
- Provide safe facilities for pedestrians, school buses, and bicyclists using the road right-of-way
- Enhance the pedestrian-friendly environment by adding sidewalks and creating other pedestrian-friendly multi-use trail/bike routes linking neighboring communities and major destinations such as libraries, neighborhood centers, health facilities, commercial clusters, parks, schools, etc.
- Add traffic calming improvements, sidewalks and increased street interconnections to improve walkability within existing neighborhoods
- Separate through-traffic from local traffic
- Use access management strategies in appropriate locations
- Limit truck traffic in congested areas by redirecting it to higher capacity roads and designating truck routes where appropriate
- Encourage on-street parking and shared parking
- Limit driveway spacing along the highway frontage and align driveways where needed to improve traffic flow
- Require residential subdivisions accessing the highway to be interconnected
- Ensure that residential development does not encroach on major employment centers
- Require traffic studies for developments with more than 200,000 square feet

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Land Uses	*Zoning Districts*
• Parks, Recreation and Conservation • Suburban and Lakefront Residential • Crossroads Commercial • Village Activity Center	• C-RB and C-CB (for Crossroads Commercial) • RS (lot size minimum of 1.50 acres on septic and well; 1 acre on septic and public water; 1 acre on public water and sewer) • MUV (2.8 Units per acre overall density neutral)
Strategies	
• Adopt Traditional Neighborhood Development ordinance • Adopt a policy framework to prevent encroachment of inappropriate automobile-oriented development that would adversely affect the quality of life and public realm • Adopt a collector street plan • Adopt sidewalk requirements • Develop Greenspace Master Plan • Update traffic study requirements • Develop Bike/Pedestrian/Greenways Master Plan • Update development regulations to address drainage and impervious surface requirements	

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Commercial Highway

Development in this area includes developed or undeveloped land on both sides of lands designated along Georgia 9 and 400. This area includes retail centers, office and employment areas usually located on large tracts of land with campus or unified development, mixed use activity centers, multi-family development, light industrial and other associated uses. The desired development pattern should seek to:

- Locate employment centers in areas with ample sewer capacity, with direct access to major arterials
- Provide suitable transitions to surrounding residential uses
- Establish a grid pattern of public streets with block lengths between 300 and 600 feet
- Locate employment centers on land that has good access to GA 400 and other high-capacity highways, utilities and infrastructure
- Emphasize connectivity with adjacent subdivisions and/or commercial developments in the layout of new developments
- Create a network of interconnected streets and parking lots
- Provide safe facilities for pedestrians, school buses, and bicyclists using the road right-of-way
- Create safe, convenient pedestrian and bicycle connections to neighborhoods and subdivisions that are adjacent to the commercial corridors
- Incorporate sidewalks, crosswalks and bike paths
- Require dedicated right-of-way
- Limit driveway spacing along the highway frontage and align driveways where needed to improve traffic flow
- Encourage shared driveways and inter-parcel access for adjacent commercial uses
- Require residential subdivisions accessing the highway to be interconnected and to provide at least two entrances
- Encourage shared parking lots between uses
- Relate road alignment to topography
- Ensure environmental protection

Land Uses	***Zoning Districts***
• Parks, Recreation and Conservation • Urban Residential • Multi-family Residential • Office Professional • Commercial Highway • Light Industrial • Campus-style Business Park • Urban Activity Center	• RMF (multi-family residential 6 units per acre density neutral) • C-OI (Office Professional) • C-HB; C-PCD (Commercial) • C-IR (Light Industrial) • Georgia 400 Corridor Design Overlay • New district needed for Campus Style Business Park • MUV (2.8 Units per acre overall density neutral) • New overlay needed for Georgia 53 corridor RT (1.5 Acre lot minimum on septic and well; .75 acres on septic and pubic water; .40 acre on public water and public sewer)

Strategies

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- Adopt ordinance for shared parking, inter-parcel access and driveway requirements
- Adopt Campus Style Business Park zoning district
- Adopt Urban Activity Center zoning district
- Adopt Georgia 53 overlay zoning district
- Create an access management and driveway control master plan for corridors that allow signalized intersections every 600 to 1,200 feet without intervening curb cuts

Light Industrial

Industrial districts are established where some light industrial operations such as warehousing and low-intensity manufacturing can occur without objectionable impacts such as noise, vibration, smoke, dust, gas, fumes, odors, and radiation and that do not create fire or explosion hazards or other objectionable conditions. They are to be located in areas with close proximity to arterial highways and/or adjacent access roads, with particular attention paid to traffic patterns and schedules for any heavy freight vehicles. Where possible, these uses should include compatible passive use greenspaces and possible pedestrian connections to adjacent development if appropriate. The desired development pattern should seek to:

- Locate employment centers in areas with ample sewer capacity, with direct access to major arterials
- Provide suitable transitions to surrounding residential uses
- Locate employment centers on land that has good access to GA 400 and other high-capacity highways, utilities and infrastructure
- Create a network of interconnected streets and parking lots
- Incorporate sidewalks, crosswalks and bike paths as appropriate
- Require dedicated right-of-way
- Limit driveway spacing along the highway frontage and align driveways where needed to improve traffic flow
- Encourage shared driveways and inter-parcel access for adjacent commercial uses
- Encourage shared parking lots between uses
- Ensure environmental protection

Land Uses	***Zoning Districts***
• Light Industrial • Warehousing • Research & Development Centers	• Industrial • Warehouse

Strategies

- Adopt ordinance for shared parking, inter-parcel access and driveway requirements
- Adopt Campus Style Business Park zoning district
- Adopt Georgia 53 overlay zoning district
- Create an access management and driveway control master plan for corridors that allow signalized intersections every 600 to 1,200 feet without intervening curb cuts

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Conservation

Undeveloped natural lands, agricultural lands, forest lands and environmentally sensitive lands not suitable for suburban development make up the bulk of the Conservation category. These areas include river corridors, scenic views, steep slopes, flood plains, wetlands, watersheds, wildlife management areas and other environmentally sensitive areas. Development in the Conservation areas may include very low density residential development served by septic systems. Sidewalks, curbs and gutters are not compatible, but pedestrian access and connectivity can take place with multi-use trails. The desired development pattern should seek to:

- Promote the use of conservation easements
- Maintain large lot sizes to protect farmland, open space and environmentally-sensitive areas
- Follow best management practices for erosion and sedimentation, as defined in the Georgia
- Erosion and Sedimentation Act
- Minimize impervious surfaces in environmentally sensitive areas
- Discourage extension of public utilities, especially sewer, that would encourage development in these areas
- Support only the extensions of streets and utilities based on acceptable environmental and fiscal impacts and planned uses
- Widen roads only when necessary and only with designs that will minimize the visual impact
- Limit truck traffic in congested areas by redirecting it to higher capacity roads
- Set aside land for a network of greenways/trails for use by non-motorized users that link to similar areas
- Interconnect adjacent trails, recreation areas, and greenspace where possible
- Provide appropriate way finding along trails
- Limit the amount of curb-cuts
- Require paved roads to use drainage swales in lieu of curb and gutter

Land Uses	***Zoning Districts***
• Forestry • Agriculture • Exurban Residential	• R-A (lot size minimum of 1.5 acres or five acres in subdivisions) • RRE (lot size minimum of 1.5 acres or three acres in subdivisions) • DNR Part V development guidelines apply

Strategies

- Adopt Scenic Corridor Overlay zoning
- Adopt Best Management Practices (BMP) for addressing storm water run-off
- Adopt a policy framework to prevent encroachment of inappropriate automobile-oriented development that would adversely affect the quality of life and public realm
- Designate historic and scenic corridors, and provide for a thorough impact assessment process in these designated areas
- Prepare a Bike/Pedestrian/Greenways Master Plan
- Update development regulations to address drainage and impervious surface requirements

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Public-Institutional

This future land use category is the same as that defined with existing land use classifications (*i.e.*, schools, government office buildings, etc.). These facilities are considered vital to the operation of the County government and affiliated authorities, and are also regarded as integral facets of community development. Structures such as fire stations and schools which help shape the appeal of a community to residents and businesses alike. Most of these facilities are modest in scale and use.

Presently almost all of the sites marked on the FLU map for PI are existing sites/structures, with no major new facilities projected within the near term. As the various Departments and partner organizations identify needs in new areas this map will be updated accordingly.

Land Uses	***Zoning Districts***
• Schools • Libraries • Community centers • Government buildings • Medical facilities • Emergency responder facilities	***Note***: Publicly owned facilities can come under any zoning category but should try to match buffer and development conditions of adjoining properties.

Strategies

- Maintain Capital Improvement Planning
- Maintain mid- and long-range facility planning (School Board)
- Prepare a Bike/Pedestrian/Greenways Master Plan
- Develop preferred design elements for County and School Board facilities

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Office-Professional

This category is for land dedicated to business and service establishments that do not have retail sales and which operate in an office or intuitional environment. It is a subset of commercial land use. For the purpose of this plan, office land uses are addressed separately from commercial uses because they are more compatible with residential land uses and can serve as a transitional land use between commercial and residential areas.

These developments typically feature commercial or service related operations with public access, but the customer base is not as heavy or frequent as with retail and there is minimal need for dynamic signage. These developments should feature little/no nuisance activity and employ designs with extensive landscaping, minimal parking, and architectural elements like masonry and pitched roofs that are compatible with suburban residential settings.

Land Uses	***Zoning Districts***
• Office buildings • Business parks • Neighborhood commercial • Medical facilities • Churches	• Office - Professional

Strategies

-
- Develop a Bike/Pedestrian/Greenways Master Plan
- Adopt ordinance for shared parking, inter-parcel access and driveway requirements

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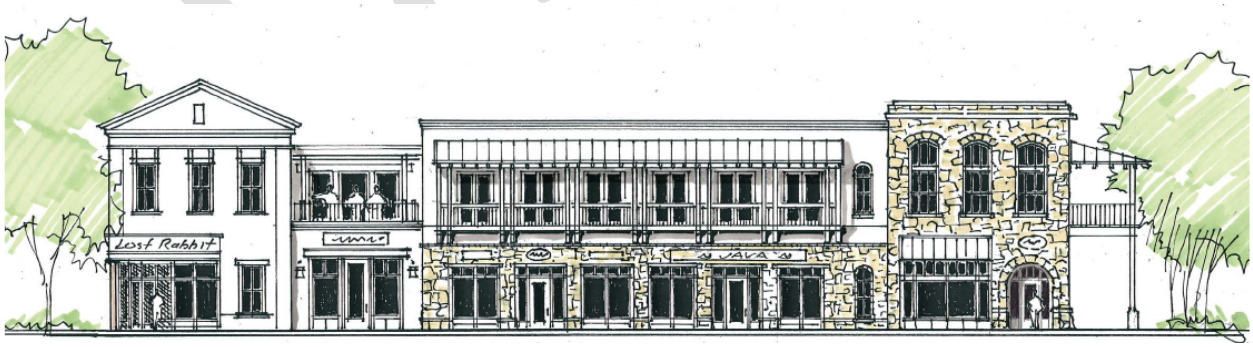
Transportation, Communications and Utilities	
This category is the same as the existing land use category by the same name. It includes such uses as major transportation routes, public transit stations, power generation plants, railroad facilities, radio towers, telephone switching stations, electric utility substations, airports, and other similar uses.	
Land Uses	***Zoning Districts***
• Utility structures/ ROW • Water/ wastewater treatment facilities • Roads • Independent Parking structures • Vehicle service structures	***Note***: Publicly owned facilities can come under any zoning category but should try to match buffer and development conditions of adjoining properties.
Strategies	
• Maintain Capital Improvement Planning • Prepare a Bike/Pedestrian/Greenways Master Plan • Update long-term water and sewer plans • Develop road improvement plan • Revise facility and vehicle assessment for fire depts. and law enforcement.	

Mixed Use Village	
The development pattern for this district consists of sites of local cultural significance that will experience growth related to the cultural resources. These areas in the future will include a mixture of uses that support the cultural resources. This category includes Southern Catholic College, Dawson County Park and Bowen Arts Center as well as vacant property located near each. The desired development pattern should seek to: • Require developments accessing the highway to be interconnected • Encourage shared driveways and inter-parcel access for adjacent commercial uses • Limit driveway spacing along the highway frontage and align driveways wherever possible • Examine potential for traffic calming techniques on major corridors to facilitate enhanced pedestrian use (including safe crossings) • Provide safe facilities for pedestrians, school buses, and bicyclists using the road right-of-way • Create safe, convenient pedestrian and bicycle connections to the adjacent neighborhoods and subdivisions • Create a network of interconnected streets and parking lots • Incorporate sidewalks, crosswalks, and bike paths	
Land Uses	***Zoning Districts***
• Parks, Recreation and Conservation • Sub-rural Residential • Suburban and Lakefront Residential • Village Activity Center	• MUV (2.8 Units per acre overall density neutral) •
Strategies	
• Develop an Access Management Plan for the corridor • Develop a Bike/Pedestrian/Greenways Master Plan • Adopt ordinance for shared parking, inter-parcel access and driveway requirements	



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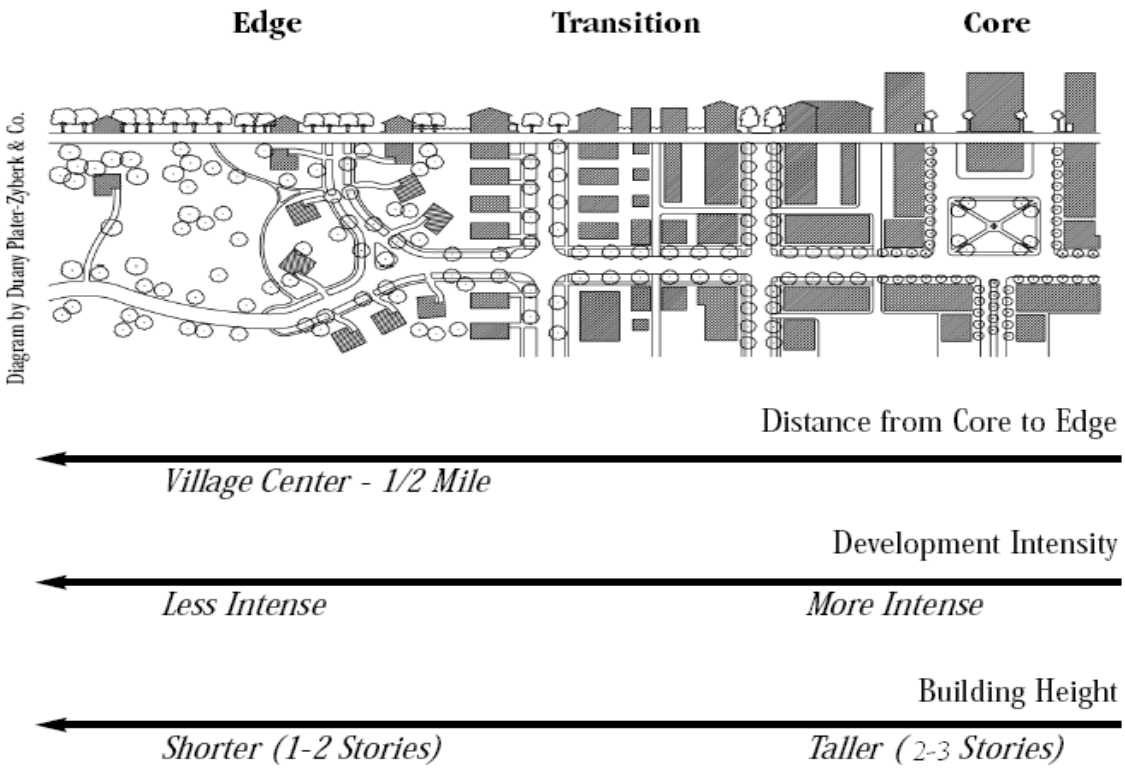

Edge
Transition
Core
Diagram by Duany Plater-Zyberk & Co.
Distance from Core to Edge
Village Center - 1/2 Mile
Development Intensity
Less Intense
More Intense
Building Height
Shorter (1-2 Stories)
Taller (2-3 Stories)

Mixed Use Village Design Guidelines

Good design is a fundamental component of great places. A single vision is necessary for full implementation. This can only be accomplished through intense, contextual master planning. Creation of a Mixed Use Village will not be an easy task; however will provide a fuller, richer, longer lasting community than can be found elsewhere. A Mixed Use Village consists of a combination of retail, service, civic, office, institutional and multi-family and other residential uses. These uses are coordinated to create cohesive and master planned "new neighborhood" with the associated needs for convenience and specialty commercial and services to serve this neighborhood. It is intended that a significant portion of the population of this village work within the core district of the village and therefore an appropriate percentage of the land area is devoted to commercial and services uses within walking or biking distance of the core.

The Mixed Use Village is defined here specifically for Dawson County and is anticipated to apply at no more than three locations – one in the northern part of the Georgia 400 corridor; one at the intersection of Dawson Forest Road and Hwy 9 S; and one on Georgia 136 and the Burt Creek/Shoal Creek Corridor. It is not anticipated that all of these villages would be built within a single year or even within the first 5 years of implementation of the plan. The magnitude of the size and scope of the development described would serve to limit the potential for multiple quick developments.

Typical Live/Work Unit

Adapted from Nashville-Metro Planning, Neighborhood Guidebook

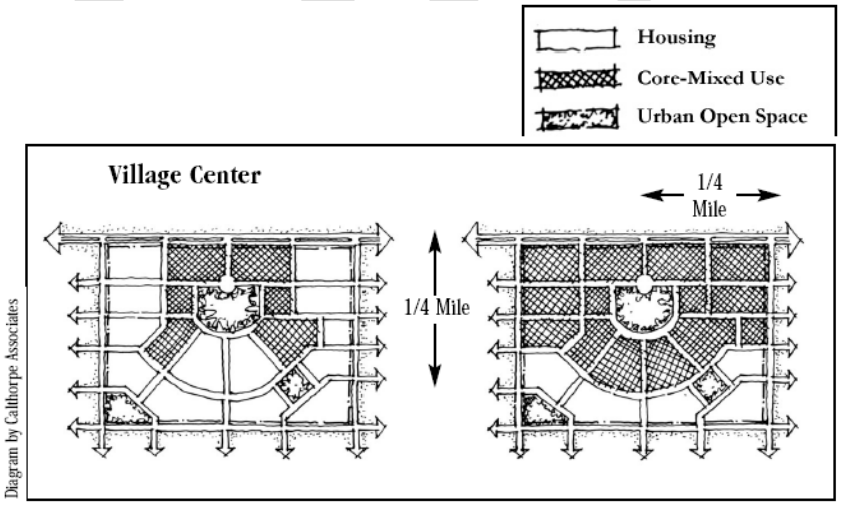
The Mixed Use Village specifications (see Table 2-1) are based on a desired gross overall density of 2.8 units per acre. This is a density neutral concept, regulated by a binding master plan. Most Villages as shown are approximately 500, but nor more than 1000 acres of total land. This equates to 2800 housing units. If fully occupied at 2.5 persons per unit this equates to a total population of approximately 7,000 persons. This market threshold is considered enough to support convenience retail and service uses (*e.g.*, a couple of "corner stores"), a small grocer, some specialty stores and offices, along with a few churches. The Mixed Use Village category as proposed, however, has more retail and service uses than the market within the center itself can support (*i.e.* if residents within the Village's residents were the only customers considered). The greater amount of retail and service uses is justified, considering these villages are located at intersection of major corridors and are intended to be their own destinations. This will draw additional traffic from other areas to further the feeling of a "specialty community".

One of the most important ideas in creating a new community is the concept of public space; particularly civic space and a Village center. Each Mixed Use Village should include a specific Village center, which should be the core of the village with other uses radiating outward in intensity. This is not to say that the neighborhood center must be located in the exact center of the development, but can vary for topography, location on major corridors etc.

Village in Huntersville, NC

However the center should serve as the place for daily interaction, shopping, eating, and other personal services within a typical walking or bicycling distance. Each Village center must include a civic open space. This can be a plaza, square or green, however it must be used and reinforced through appropriate site and building planning as the focal point of the center. A civic building is typically included in this area however is not required.

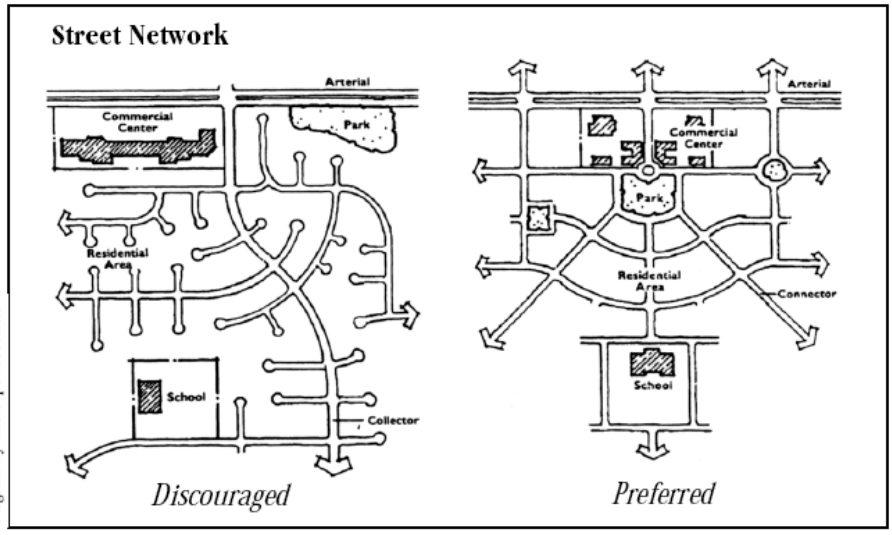
Transitions from the Village Center to throughout the rest of the development should be seamless. Heights and massing should be stepped down as you move away from the center and approach the edge of the Village. In general, housing densities should be highest within the core area progressively decreasing as you move outward.



The village is planned usually with blocks no larger than 500' wide and at a scale that encourages pedestrian activity. The Mixed Use Village intends to encourage shared parking in low-rise (1.5-3 story) parking decks at the rear or interior of blocks as opposed to surface parking and low-intensity buildings characteristic of suburban development. Road networks within the Village should be connected

as much as possible however maintaining a subtle sense of hierarchy for separation of primary commercial traffic from primary residential traffic.

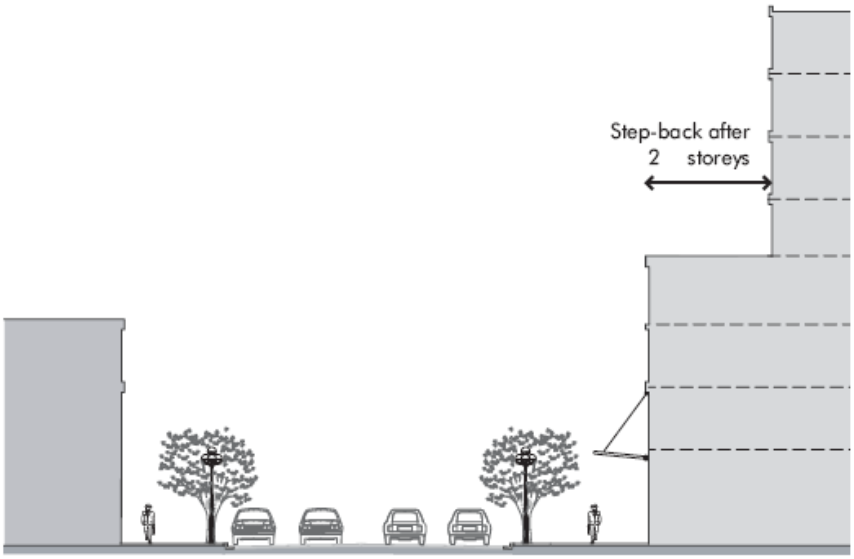
The street network and building facades should lend themselves to a pedestrian orientation. Meaning that they should be comfortable to walk along and visually interesting. Wider sidewalks, street trees and landscaping as well as street furniture, awnings and architectural guidelines are required for each village. Additionally upper story uses are encouraged for each commercial area. Step backs for taller buildings are required if they interfere with the pedestrian security of the streetscape. A maximum height of 4 stories or 50 feet whichever is lesser shall be maintained for commercial buildings.



Mixed Use Villages should be somewhat balanced in terms of jobs-housing needs. Considering that Dawson County is a suburb to the Atlanta market it is unrealistic to assume that all workers within the village will be employed in the core area. However, keeping in mind that there is an average of 1.5 workers per household, Mixed Use Villages should attempt to capture at least 25% of that employment in order to reduce traffic congestion and eliminate as many trips as possible. This equates to between 525 and 1050 persons. Not everyone who works in a center will live there, but providing a quantitative balance between the on-site housing and employment helps provide greater opportunities for persons to live and work within the center. Assuming 300

Freshfield Village, Kiawah, SC

square feet per worker average, there is a need for a minimum of 150,000 square feet of building space devoted to employment. Because a pedestrian scale and close connection among buildings is desirable, no individual user should occupy more than 50,000 square feet of floor area and the maximum commercial area shall be no more than 250,000. The 250,000 square feet of nonresidential space includes civic-institutional uses in addition to employment uses. A variety of housing types must be provided in order to meet the seamless transition, and employment requirements of the village. A consistent character shall be maintained in the varied housing alternatives via the master plan and binding architectural guidelines. These types are flexible however include, living quarters above retail/office spaces, townhouses, condominiums, apartments and single family homes of various sizes and styles. No multi-family residential building may be more than 3 stories or 35 feet in height whichever is lesser.



Adapted from City of Burlington, Downtown Urban Development Guidelines

Sufficient space must be provided within the village to protect existing environmental features and vistas as well as for plazas, greens, and parks and recreation. A minimum of 30 percent of the total land area is required to be designated a as open space or green space.
A wide range in acreage is provided in the table below, because the size of the village can vary based on many different characteristics of development, including the mix of land uses, the intensity of development, and the spatial form that development takes within the core.

Land Use	Description	Number of Units or Square Footage	Density or Intensity	General Range of Land Area Needed (acres)	Range of % Total Land Area in Activity Center
Detached (cluster) homes	Fee-simple lots	0-1500 units	2.8 units per acre overall	158-340	32-34%
Townhouses/attached condominiums	Freestanding	200-1000 units	2.8 units per acre overall	25-125	5-13%
Apartments/condominiums, 650 – 1850 square feet per unit, 1250 square feet average	2nd & 3rd floors of mixed-use buildings	100-300 units	125,000-375,000 square feet	Included with employ-ment	
Employment uses: Office, retail, service, restaurants, civic, institutional	In mixed-use building or freestanding	150,000 - 250,000 square feet		7-20	1-2%
Parking structure(s) for employment uses and apartments/condominiums	65%-100% of spaces for	815-2080 spaces	1 per 300 square feet	10-25	2%-3%
Landscaping, parks, recreation, open space	30% of Total			150-300	30%
Miscellaneous	10% of total			50-100	10%
Roads	20% of total			100-200	20%
TOTAL (acres)				500-1000	100%

This document is not intended to completely define the Village or its plan, but will set out the framework for that zoning district and future master planning efforts. Development of each village must be phased so that within the first phases both residential and nonresidential spaces are provided at the same time, as opposed to one or the other being built first. The appropriate phasing of other land uses mix depends on market conditions at the time of development and therefore is not specified here.

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Overlay Districts

In addition to the Future Land Use categories employed here Dawson County is also utilizing overlay regulations to shape certain development conditions. Overlay districts do not govern the uses within but instead serve as a complementary set of guidelines or standards for development in certain areas. Dawson County is showing these here both for the benefit of readers and potential developers within the area and to show how these districts work within the framework of the comprehensive development strategy.

Georgia 400 Overlay District (North and South)

This overlay district, which is further divided into a northern and southern portions each with its own character, was previously established by amendment to the 2010 Comprehensive Plan. Regulations and guidelines were prepared in 2000 and adopted by the Board of Commissioners. The boundaries of the overlay district, including the north-south line of division, are revised slightly in this land use element update. The Georgia 400 corridor also receives focused attention in terms of revisions to the regulations and guidelines and adoption of a frontage road access management plan.

State Vital Areas

This consists of environmental protection districts established pursuant to environmental planning criteria of the Georgia Department of Natural Resources. Of the natural conditions listed under the DNR criteria, those listed below can be found within Dawson County, so this overlay district is used to recognize the general locations of each. Properties within this overlay should be reviewed for the presence of one or more of the State Vital Areas (listed below) and development should comply with the guidelines directed by the State to protect these natural resources.

Water Supply Watershed Protection

It establishes buffer requirements, impervious surface setbacks, and overall impervious surface limitations for watersheds (for more information, see the natural resources element of the comprehensive plan). This district establishes protection criteria which apply upstream of the Etowah Water and Sewer Authority's intake on the Etowah River (just below Georgia 53). Dawson County has adopted regulations to implement the state's environmental planning criteria for water supply watersheds.

Groundwater Recharge Area

One Groundwater Recharge Area is located within Dawson County – a long, narrow area straddling the Forsyth County-Dawson County line west of Georgia 9. Within this area, lot sizes are established for on-site septic use to ensure that groundwater is not adversely affected. For more information, see the Natural Resources element of the Comprehensive Plan. Dawson County has adopted regulations to implement the state environmental planning criteria for the protection of groundwater recharge areas.

River Corridor Protection

The Etowah River, which reaches the regulatory threshold of 400 cubic feet per second (cfs) below Georgia 9, is subject to these rules which establish a minimum two-acre lot size and a 100-foot buffer on both sides of the river. While not required by state rules, the land use element update establishes the entire river in Dawson County as "protected" given the sensitivity of this corridor with regard to habitat for sensitive or endangered species. In addition, the future land use plan designates the west side of the Etowah River as an agricultural belt. Dawson County has adopted regulations to implement the state environmental planning criteria as it applies to the portion of the river requiring compliance.

Wetlands Protection

The state criteria do not specify regulations to be adopted, but they require Wetlands to be identified (see Natural Resources element of the Comprehensive Plan) and the impacts of the land use plan on Wetlands be identified. Dawson County has adopted regulations to implement wetlands protection.

Mountain Protection

This overlay district applies to land areas with an elevation of 2,200 or more, and with slopes of 25 percent or more, including ridges and crests above. Generally, such areas are found mostly within national forest lands. Development criteria place limits on building heights, establish lot size minimums and multi-family density maximums, and require reforestation and landscaping plans in some instances. Dawson County has adopted regulations to implement these state environmental planning criteria.

Hillside and Steep Slope Protection

While not an overlay district per se, this section is intended to recognize the potential threats posed by development on steep slopes with regard to public safety, environmental protection, and the aesthetic character of the county. A significant portion of northern Dawson County contains steep slopes. The county is currently drafting regulations for hillside and steep slope protection. A slope map will serve as a de-facto overlay district, within which certain development regulations apply.

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Dawson County
Future Land Use

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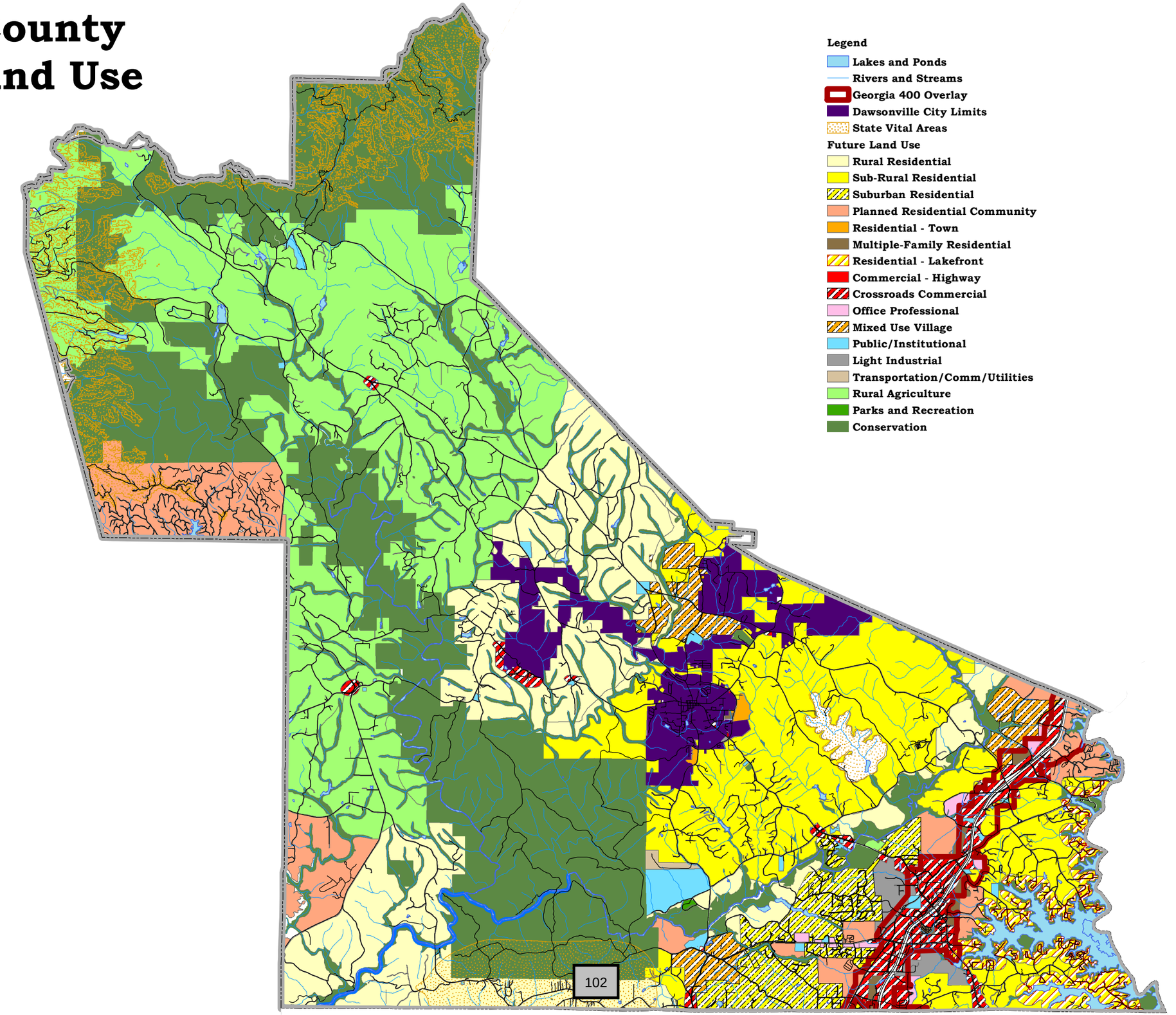

Legend

- Lakes and Ponds
- Rivers and Streams
- Georgia 400 Overlay
- Dawsonville City Limits
- State Vital Areas

Future Land Use

- Rural Residential
- Sub-Rural Residential
- Suburban Residential
- Planned Residential Community
- Residential - Town
- Multiple-Family Residential
- Residential - Lakefront
- Commercial - Highway
- Crossroads Commercial
- Office Professional
- Mixed Use Village
- Public/Institutional
- Light Industrial
- Transportation/Comm/Utilities
- Rural Agriculture
- Parks and Recreation
- Conservation

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N
W E
S

0 0.75 1.5 3 Miles

Georgia Mountains Regional Commission

Map Prepared By FDB, Revised January, 2019

IMPLEMENTATION PROGRAM

The Implementation Program is the overall strategy for achieving the Community Vision and for addressing each of the Community Needs and Opportunities. It identifies specific measures, both short and long-term, that must be undertaken by the community in order realize the community's goals. Identifying these items helps the community organize their actions

Because Dawson County employs an Impact fee ordinance they have a Capital Improvement Element that is updated every year. This includes their financial reports, the required capital improvement schedule, and the Community Work Program. For Dawson County, this update was originally produced in conjunction with an independent consultant, Ross and Associates, and is presented here in full as an appendix.

Policies, Long-Term Activities and Ongoing Programs

One type of action a community can establish to achieve its vision is the establishment of policy. These are those ongoing principles and practices that the community will observe in order to realize specific objectives. Some policies may compliment single action-items while others may provide ongoing guidance and direction to local government officials for making decisions consistent with achieving the Community Vision or addressing Community Issues and Opportunities.

In addition, communities may also establish long-term or ongoing programs and activities that support identified objectives. These measures may compliment policies or may simply be action items that must be employed more than once. These are recognized here so as to distinguish their need and conditions apart from the single-action items and to identify any required special terms or context.

The following items have been identified as policies, general objections and directions for Dawson County that will be used as guidelines for general, long-term practices for the respective government.

Note: *Identifying numbers, if applicable, corresponds to the item as referenced in the* ***Needs and Opportunities*** *section or Implementation Strategies for* ***Future Land Use categories****.*

7. Maintain State Environmental Planning Criteria
8. Support the Upper Chattahoochee Riverkeeper and Upper Etowah River Alliance
9. Support the Friends of Amicalola Falls, Appalachian Trail Conservancy, and other natural resource advocates.
12. Seek to concentrate development around existing urbanized areas.
30. Sustain and expand network of regional economic development partners; Convene regular meetings
31. Continue to support economic development through partnership with Development Authority of Dawson County, Industrial Building Authority of Dawson County, Dawson County Chamber of Commerce, and the Joint Development Authority of Lumpkin, White, Dawson Counties.
32. Implement 2050 Master Plan for water and sewer
33. Utilize SPLOST (and comparable measures) to support investment in infrastructure
36. Include review of Comprehensive Plan in site location studies for all new County facilities

43. Maintain participation with North Georgia Water Partnership
44. Replace vehicles in accordance with Fire Department Assessment (See CIE)

- Continue to support the School Board and local post-secondary education institutions
- Work with the Army Corps of Engineers and Georgia DNR to maintain the integrity and capacity of Lake Lanier

Community Work Program

The third forward-thinking element of the Implementation Program is the Community Work Program (STWP). This identifies specific implementation actions the local government or other entities intend to take during the first five-year time frame of the planning period. This can include any ordinances, administrative systems, community improvements or investments, financing arrangements, or other programs or initiatives to be put in place to realize the plan goals.

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Action	2019	2020	2021	2022	2023	Responsible Agency	Projected Cost	Funding Options
Impact Fee Eligible Projects								
Library Services								
Purchase collection materials	X	X	X	X	X	Dawson Co. Library	$195,503	99.5% impact fees; SPLOST
Parks & Recreation								
Acquire park land						Parks & Rec. Dept.	$800,000	84.76% impact fees; SPLOST
Senior Rec Center						Senior Services	$401,251	100% impact fees
Law Enforcement								
New Jail						Sherriff's Office	$45,715.05	100% impact fees
Fire Protection								
Purchase fire engine for Stn 4						Emergency Services	$400,000	100% impact fees
Purchase medic vehicle for Stn 4						Emergency Services	$250,000	100% impact fees
Purchase medic vehicle for Stn 5						Emergency Services	$250,000	100% impact fees
Purchase fire engine for Stn. 10						Emergency Services	$400,000	100% impact fees
Purchase tender for Stn. 10						Emergency Services	$300,000	100% impact fees
Install fire hydrants	X	X	X	X	X	Etowah Water and Sewer Authority	$237,900	100% impact fees
Road Improvements								
Kelly Bridge Road, full depth reclamation and widening both lanes	X					Public Works	$2,200,000	44.68% impact fees; SPLOST
Lumpkin Campground Road, lane addition and lane widening		X				Public Works	$4,000,000	44.68% impact fees; SPLOST
Red Rider Road, right-of-way acquisition and road widening		X				Public Works	$1,200,000	44.68% impact fees; SPLOST
Sweetwater Juno Road, road widening and resurfacing		X				Public Works	$1,300,000	44.68% impact fees; SPLOST
Couch Road, road widening and resurfacing			X			Public Works	$3,500,000	44.68% impact fees; SPLOST
Grant Road East, up-grade dirt to pavement and road widening			X			Public Works	$800,000	44.68% impact fees; SPLOST
Shoal Creek – Road & Bridge, replacement w/ additional lanes and weight limit increase			X			Public Works	$2,500,000	44.68% impact fees; SPLOST
Amicalola River – Goshen Church Bridge, replacement w/ additional lanes and weight limit increase				X		Public Works	$1,500,000	44.68% impact fees; SPLOST

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Whitmire Drive West, add third (center turn) lane.				X		Public Works	$800,000	44.68% impact fees; SPLOST
Transportation Plan	X	X	X			Public Works	NA	Prepared by staff
Update impact fee Capital Improvements Element with road improvements			X	X		Public Works	TBD	General Fund
Items from Needs and Opportunities Section								
1. Update long-term water and sewer plans		X				Etowah Water and Sewer Authority	$10,000	General Fund; Grants & Loans
2. Develop road improvement plan	X					Public Works	$5,000	General Fund; GDOT
3. Revise facility and vehicle assessment for fire depts. and law enforcement.	X					Planning Dept.	$5,000	General Fund; DCA
4. Update Parks and Recreation Master Plan			X			Parks & Rec. Dept.	$5,000	General Fund; DCA
5. Update Future Development Strategy				X		Planning Dept.	$1,000	General Fund; DCA
6. Adopt conservation design subdivision regulations	X					Planning Dept.	$1,000	General Fund; DCA
10. Survey county to identify prime agricultural areas	X					Planning Dept.	$1,000	General Fund
11. Establish policy to protect prime agricultural areas from urban scale utilities.		X				Planning Dept.	$1,000	General Fund
13. Develop/Obtain reference material for architectural design guidelines to promote desired forms among developers.	X					Planning Dept.	$1,000	General Fund
14. Survey code enforcement performance	X					Planning Dept.	$3,000	General Fund
15. Hold workshop to review code enforcement practices	X					Planning Dept.	NA	NA
16. Initialize annual report on code enforcement, tracking site visits and violations.		X				Planning Dept.	NA	NA
17. Identify resources to assist homeowners with property revitalization		X				Planning Dept.	$1,000	General Fund
18. Develop preferred design elements for County and School Board facilities		X				Planning Dept.	$1,000	General Fund
19. Develop/ Obtain a market study for senior housing in Dawson Area		X				Planning Dept.	$3,000	General Fund
20. Identify target sites best suited for senior housing (based on market study)			X			Planning Dept.	NA	NA
21. Convene forum with builders and banks to discuss entry level housing	X					Planning Dept.	$1,000	General Fund

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22. Convene forum with builders and banks to discuss entry level housing	X					Planning Dept.	$1,000	General Fund
23. Identify resources to assist homeowners with property revitalization		X				Planning Dept.	$1,000	General Fund; DCA
24. Survey realtors re: potential for high-end housing in Dawson	X					Planning Dept.	$1,000	General Fund
25. Develop freight traffic study for the county		X				Planning Dept.	$10,000	General Fund; GDOT
26. Develop conceptual site plans and funding options for spec industrial parks		X				Planning Dept.	$10,000	General Fund
27. Develop target industry recruitment strategy in conjunction with Development Authority		X				Planning Dept.	$5,000	General Fund
28. Develop Broadband and Telecom Plan Utility		X				Planning Dept.	$5,000	General Fund
29. Develop inventory of regional assets; Create marketing tool promoting same.	X					Dev. Authority	$1,000	General Fund
34. Identify/establish a fiscal standard or benchmark for County operations; Promote County performance	X					Administration	NA	NA
35. Establish long-term capital improvement budgets for all departments	X					Administration	$3,000	General Fund
37. Develop catalog of funding resources for capital improvement projects	X					Administration	$1,000	General Fund
38. Report outlining Lake Lanier park opportunities with Army Corps of Engineers.		X				Planning Dept.	$10,000	General Fund
39. Survey identifying potential properties or target areas for parks/ aquatic facility.	X					Parks & Rec. Dept.	$3,000	General Fund
40. Seek funding to increase staff & vehicles		X				Administration	TBD	General Fund; Grants & Loans
41. Develop preferred specs and budget for indoor aquatic facility		X				Parks & Rec. Dept.	$3,000	General Fund
42. Complete the Russell Creek Reservoir, water treatment plant expansion and water reclamation facility expansion		X				Etowah Water and Sewer Authority	TBD	TBD
45. Upgrade radio and communications equipment		X				Emergency Services	$100,000	General Fund; Grants & Loans

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- Develop Greenspace Master Plan
- Develop Bike/Pedestrian/Greenways Master Plan
- Adopt conservation subdivision regulations
- Adopt Best Management Practices (BMP) for stormwater run-off
- Adopt regulations for Scenic Corridors
- Adopt Georgia 53 Corridor Overlay
- Adopt a gateway and signage master plan for planned communities
- Adopt a circulation master plan that defines how the street, sidewalk, and path network will look and how it will connect to surrounding neighborhoods
- Update county's regulations to require interconnected streets, parking, driveways, sidewalks, greenways, and trails for planned communities
- Adopt a policy framework to prevent encroachment of inappropriate automobile-oriented development that would adversely affect the quality of life and public realm
- Adopt Best Mgmt Practices to protect water quality from stormwater runoff and sedimentation
- Investigate establishing a local government stormwater utility
- Implement strategies, studies, and plans that call for water quality protection on a regional basis (i.e., all counties in the Lake Lanier basin)
- Set specific time frames for adding additional staff (e.g., water quality engineer) to implement water quality enhancement projects and enforce water quality standards during the development plans review process
- Adopt Traditional Neighborhood Development ordinance
- Adopt a policy framework to prevent encroachment of inappropriate automobile-oriented development that would adversely affect the quality of life and public realm
- Adopt a collector street plan
- Adopt sidewalk requirements
- Update traffic study requirements
- Develop an Access Management Plan for the Cultural mixed Use corridor
- Adopt ordinance for shared parking, inter-parcel access and driveway requirements
- Adopt Campus Style Business Park zoning district
- Adopt Urban Activity Center zoning district
- Create an access management and driveway control master plan for corridors that allow signalized intersections every 600 to 1,200 feet without intervening curb cuts
- Adopt Scenic Corridor Overlay zoning
- Adopt Best Management Practices (BMP) for addressing storm water run-off
- Adopt a policy framework to prevent encroachment of inappropriate automobile-oriented development that would adversely affect the quality of life and public realm
- Designate historic and scenic corridors, and provide for a thorough impact assessment process in these designated areas
- Update development regulations to address drainage and impervious surface requirements

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APPENDICES

County Data Sheet

Area Labor Profile for Dawson County

Summary of Comprehensive Plan Survey Results

Committee/ Public Forum Sign-in Sheets

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County Data Sheet

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DAWSON COUNTY, GEORGIA

TOTAL POPULATION

	2010	2016	CHANGE #	CHANGE %
Georgia	**9,713,521**	**10,310,371**	**596,850**	**6.1%**
GMRC Region	**601,216**	**670,327**	**69,111**	**11.5%**
Dawson County	**22,287**	**23,604**	1,317	5.9%
Dawsonville city	2,383	2,634	251	10.5%
Balance of Dawson Co.	19,904	20,970	1,066	5.4%

AGE DISTRIBUTION

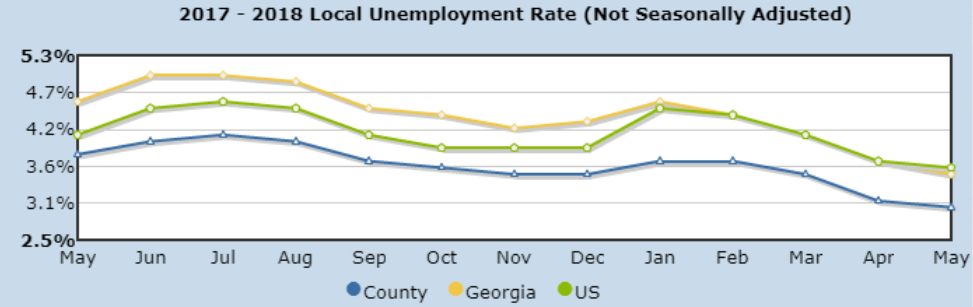
2016	
< 18 yo	21.4%
18-64	60.4%
65+	18.2%

MINIMAL EDUCATION

Adults age 25+ - 2016

< 9th Grade	4.5%
9th – 12th	9.0%
HS Graduate	29.0%
Some College	21.9%
Assoc. Degree	5.7%
Bach. Degree	19.2%
Grad. Degree	10.6%

UNEMPLOYMENT TRENDS



COMMUTING PATTERNS - 2010

Origination of Dawson Co. Employees

Origin		Share
Dawson Co.	GA	48.1%
Lumpkin Co.	GA	16.4%
Forsyth Co.	GA	12.8%
Hall Co.	GA	9.6%
Fulton Co.	GA	3.1%
White Co.	GA	2.7%
Gwinnett Co.	GA	1.8%
Cherokee Co.	GA	1.7%
Pickens Co.	GA	1.0%
Other		3.0%
Total Trips		***7,583***

Destination of Dawson Co. Residents

Destination		Share
Dawson Co.	GA	36.2%
Forsyth Co.	GA	24.5%
Fulton Co.	GA	12.2%
Hall Co.	GA	7.0%
Gwinnett Co.	GA	6.1%
Lumpkin Co.	GA	5.3%
Pickens Co.	GA	1.6%
Cobb Co.	GA	1.5%
DeKalb Co.	GA	1.4%
Other		4.3%
Total Trips		***10,071***

Demographic data courtesy of the US Bureau of the Census
Unemployment Rate courtesy Georgia Department of Labor

Area Labor Profile for Dawson County

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Dawson County

Georgia Area Labor Profile

Updated: Jun 2018

Labor Force Activity - 2017

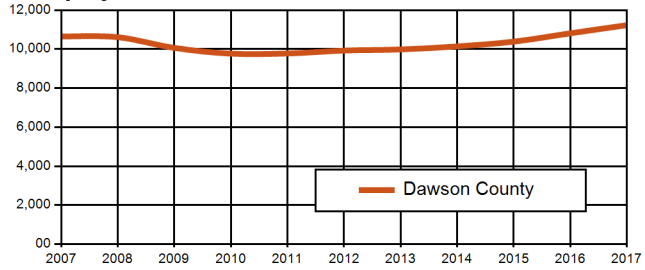
2017 ANNUAL AVERAGES

	Labor Force	Employed	Unemployed	Rate
Dawson	11,688	11,231	457	3.9%
Cherokee	129,987	125,131	4,856	3.7%
Fannin	11,006	10,481	525	4.8%
Forsyth	114,728	110,421	4,307	3.8%
Gilmer	11,988	11,387	601	5.0%
Hall	100,338	96,413	3,925	3.9%
Lumpkin	16,756	16,083	673	4.0%
Pickens	14,857	14,220	637	4.3%
Dawson Area	**411,348**	**395,367**	**15,981**	**3.9%**
Georgia	5,061,399	4,821,622	239,777	4.7%
United States	160,320,000	153,337,000	6,982,000	4.4%

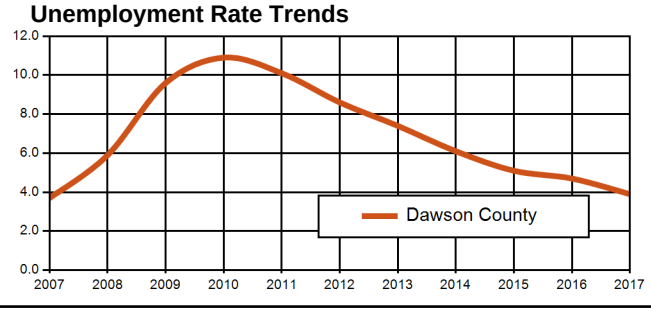
Note: This series reflects the latest information available. Labor Force includes residents of the county who are employed or actively seeking employment.

Source: Georgia Department of Labor; U.S. Bureau of Labor Statistics.

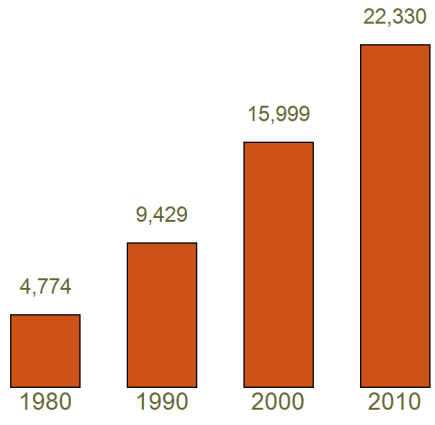
Employment Trends



Unemployment Rate Trends



Population Estimates



Population

	2010 Census	2017 Rank	2017 Estimate	% Change 2000-2017	2025 Projected*	% Change 2010-2025
Dawson	**22,330**	**76**	**24,379**	**9.2**	**27,977**	**25.3**
City of Dawsonville	2,536					
Dawson Area	**703,242**		**819,711**	**16.6**	**963,039**	**36.9**
Georgia	9,687,653		10,429,379	7.7	11,538,707	19.1
United States	308,745,538		325,719,178	5.5	349,439,199	13.2

Source: Population Division, U.S. Census Bureau, *Governor's Office of Planning and Budget.

MARK BUTLER - COMMISSIONER, GEORGIA DEPARTMENT OF LABOR
Equal Opportunity Employer/Program
Auxillary Aids and Services Available upon Request to Individuals with Disabilities

Workforce Statistics & Economic Research; E-mail: Workforce_Info@gdol.ga.gov Phone: (404) 232-3875

Industry Mix - annual averages of 2017

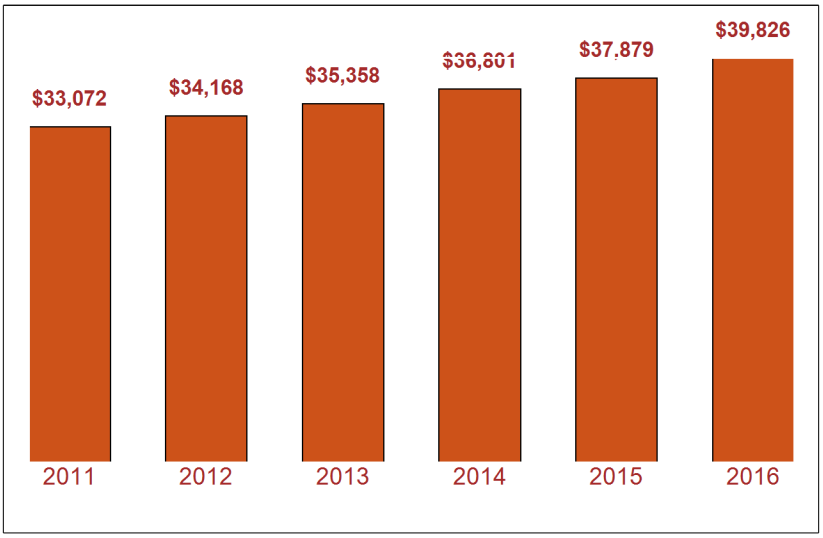
INDUSTRY	Dawson NUMBER OF FIRMS	Dawson EMPLOYMENT NUMBER	Dawson EMPLOYMENT PERCENT	Dawson WEEKLY WAGE	Dawson Area NUMBER OF FIRMS	Dawson Area EMPLOYMENT NUMBER	Dawson Area EMPLOYMENT PERCENT	Dawson Area WEEKLY WAGE
Goods-Producing	**95**	**1,244**	**13.8**	**808**	**3,101**	**54,741**	**21.5**	**941**
Agriculture, Forestry, Fishing and Hunting	7	18	0.2	508	90	632	0.2	664
Mining, Quarrying, and Oil and Gas Extraction	0	0	0.0	0	16	452	0.2	1,434
Construction	64	231	2.6	877	2,138	16,680	6.6	1,045
Manufacturing	24	995	11.0	798	857	36,978	14.5	893
Food	3	*	*	*	83	15,189	6.0	697
Beverage and Tobacco Product	1	*	*	*	25	494	0.2	848
Printing and Related Support Activities	1	*	*	*	57	1,267	0.5	1,023
Chemical	1	*	*	*	51	1,417	0.6	1,220
Plastics and Rubber Products	2	*	*	*	36	1,786	0.7	840
Nonmetallic Mineral Product	5	36	0.4	692	59	635	0.2	973
Fabricated Metal Product	8	328	3.6	904	127	3,088	1.2	1,076
Furniture and Related Product	1	*	*	*	52	706	0.3	907
Miscellaneous	2	*	*	*	87	1,292	0.5	916
Leather and Allied Product	0	0	0.0	0	3	35	0.0	941
Petroleum and Coal Products	0	0	0.0	0	5	21	0.0	1,103
Paper	0	0	0.0	0	5	84	0.0	847
Apparel	0	0	0.0	0	8	291	0.1	1,003
Textile Mills	0	0	0.0	0	10	481	0.2	778
Primary Metal	0	0	0.0	0	10	1,101	0.4	1,088
Electrical Equipment, Appliance, and Component	0	0	0.0	0	22	1,099	0.4	1,210
Transportation Equipment	0	0	0.0	0	31	2,275	0.9	948
Textile Product Mills	0	0	0.0	0	36	506	0.2	688
Computer and Electronic Product	0	0	0.0	0	41	1,532	0.6	1,499
Wood Product	0	0	0.0	0	49	1,048	0.4	682
Machinery	0	0	0.0	0	60	2,636	1.0	1,096
Service-Providing	**536**	**6,551**	**72.5**	**495**	**15,425**	**165,941**	**65.3**	**826**
Utilities	2	*	*	*	26	810	0.3	1,502
Wholesale Trade	27	160	1.8	747	1,335	12,887	5.1	1,343
Retail Trade	175	3,332	36.9	411	2,181	35,460	13.9	531
Transportation and Warehousing	12	35	0.4	872	397	4,800	1.9	943
Information	6	43	0.5	532	259	2,365	0.9	1,290
Finance and Insurance	29	154	1.7	1,092	1,056	6,267	2.5	1,276
Real Estate and Rental and Leasing	24	121	1.3	781	807	2,474	1.0	865
Professional, Scientific, and Technical Services	56	152	1.7	849	2,590	11,629	4.6	1,335
Management of Companies and Enterprises	1	*	*	*	67	1,492	0.6	1,825
Administrative and Support and Waste Management and Remediation Services	31	193	2.1	547	1,152	15,532	6.1	692
Educational Services	4	*	*	*	225	2,671	1.1	606
Health Care and Social Assistance	54	681	7.5	860	1,765	32,214	12.7	997
Arts, Entertainment, and Recreation	13	159	1.8	417	289	3,715	1.5	1,599
Accommodation and Food Services	59	1,318	14.6	337	1,217	26,448	10.4	321
Other Services (except Public Administration)	43	190	2.1	501	1,155	6,398	2.5	613
Unclassified - industry not assigned	**30**	**23**	**0.3**	**1,067**	**903**	**788**	**0.3**	**1,204**
Total - Private Sector	**661**	**7,818**	**86.5**	**546**	**18,526**	**220,682**	**86.8**	**855**
Total - Government	**23**	**1,218**	**13.5**	**681**	**425**	**33,613**	**13.2**	**807**
Federal Government	1	43	0.5	909	59	1,317	0.5	1,149
State Government	10	183	2.0	641	141	4,877	1.9	764
Local Government	12	992	11.0	678	225	27,419	10.8	798
ALL INDUSTRIES	**684**	**9,035**	**100.0**	**565**	**18,951**	**254,295**	**100.0**	**848**
ALL INDUSTRIES - Georgia					**274,910**	**4,346,073**		**1,003**

Note: *Denotes confidential data relating to individual employers and cannot be released. These data use the North American Industrial Classification System(NAICS) categories. Average weekly wage is derived by dividing gross payroll dollars paid to all employees - both hourly and salaried - by the average number of employees who had earnings; average earnings are then divided by the number of weeks in a reporting period to obtain weekly figures. Figures in other columns may not sum accurately due to rounding. All figures are annual averages of 2017.

Source: Georgia Department of Labor. These data represent jobs that are covered by unemployment insurance laws.

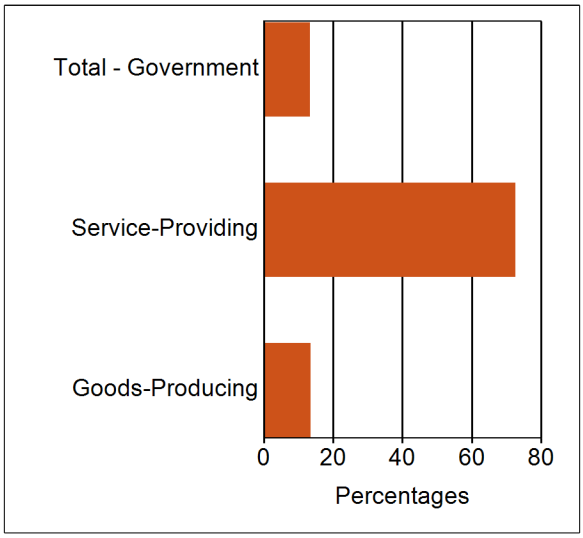
Dawson Per Capita Income

Source: U.S. Bureau of Economic Analysis



Dawson Industry Mix 2017

Source: See Industry Mix data on Page 2.



Top Ten Largest Employers - 2017*

Dawson

Btd Manufacturing, Inc.
Caretenders Visiting Services
Fort Dearborn Company
Gold Creek Processing, LLC
Michael Kors Retail, Inc.
Publix Super Market, Inc.
The Home Depot
The Kroger Company
Under Armour Retail, Inc.
Walmart

*Note: Represents employment covered by unemployment insurance excluding all government agencies except correctional institutions, state and local hospitals, state colleges and universities. Data shown for the Fourth Quarter of 2017. Employers are listed alphabetically by area, not by the number of employees.

Source: Georgia Department of Labor

Dawson Area

	COUNTY
Fieldale Farms Corporation	Hall
Kubota Manucturing of America Corporation	Hall
Northeast Georgia Medical Center, Inc.	Hall
Northside Hospital	Forsyth
Northside Hospital	Cherokee
Pilgrim's Pride Corporation	Hall
Tyson Poultry, Inc.	Forsyth
University of North Georgia	Lumpkin
Victory Processing, LLC	Hall
Walmart	Cherokee

Education of the Labor Force

Dawson Area

	PERCENT OF TOTAL	PERCENT DISTRIBUTION BY AGE				
		18-24	25-34	35-44	45-64	65+
Elementary	6.5%	4.5%	7.6%	5.7%	4.6%	12.3%
Some High School	10.2%	19.6%	10.7%	7.8%	7.3%	13.3%
High School Grad/GED	28.1%	33.3%	25.9%	24.1%	28.9%	31.3%
Some College	21.9%	33.3%	22.0%	20.1%	21.4%	17.3%
College Grad 2 Yr	6.3%	3.3%	6.0%	6.9%	7.8%	4.1%
College Grad 4 Yr	19.0%	5.5%	20.9%	25.9%	20.0%	13.8%
Post Graduate Studies	8.0%	0.5%	6.9%	9.6%	9.9%	7.9%
Totals	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Note: Totals are based on the portion of the labor force between ages 18 - 65+. The "Some College" category represents workers with less than two years of college and no degree.

Source: U.S. Census Bureau - 2010 Decennial Census.

High School Graduates - 2017

	PUBLIC SCHOOLS	PRIVATE SCHOOLS*	TOTAL
Cherokee	2,645	--	2,645
Dawson	247	--	247
Fannin	165	--	165
Forsyth	2,703	--	2,703
Gilmer	238	--	238
Hall	2,062	--	2,062
Lumpkin	222	--	222
Pickens	267	--	267
Dawson Area	**8,549**	**--**	**8,549**

Note: Public schools include city as well as county schools systems.

* Private schools data is not available for 2017 from Georgia Independent School Association.

Source: The Governor's Office of Student Achievement of Georgia.

Colleges and Universities

Dawson Area

Dawson

Southern Catholic College	http://www.southerncatholic.org/
Dawson Campus (Satellite campus of Lanier Technical College)	www.laniertech.edu
Southern Catholic College	www.southerncatholic.org

Hall

Brenau University	www.brenau.edu
University of North Georgia	www.gsc.edu
Lanier Technical College	www.laniertech.edu
Oakwood Campus (Satellite campus of Lanier Technical College)	www.laniertech.edu

Cherokee

Canton Campus (Satellite campus of Chattahoochee Technical College)	www.chattahoocheetech.edu
Woodstock Campus (Satellite campus of Chattahoochee Technical College)	www.chattahoocheetech.edu
Reinhardt University	www.reinhardt.edu

Pickens

Appalachian Campus (Satellite campus of Chattahoochee Technical College)	www.chattahoocheetech.edu

Forsyth

Forsyth Campus (Satellite campus of Lanier Technical College)	www.laniertech.edu

Lumpkin

University of North Georgia	www.northgeorgia.edu

Note: The colleges and universities listed include public and private institutions. This list is updated periodically as information becomes available.

Source: Integrated Postsecondary Education Data System (IPEDS).

Technical College Graduates - 2017*

PROGRAMS	TOTAL GRADUATES			PERCENT CHANGE	
	2015	2016	2017	2015-2016	2016-2017
Accounting Technology/Technician and Bookkeeping°	91	99	126	8.8	27.3
Administrative Assistant and Secretarial Science, General	18	20	25	11.1	25.0
Aesthetician/Esthetician and Skin Care Specialist°	2	36	31	80.0	-13.9

Technical College Graduates - 2017*

PROGRAMS	TOTAL GRADUATES			PERCENT CHANGE	
	2015	2016	2017	2015-2016	2016-2017
Allied Health and Medical Assisting Services, Other°	13	24	17	84.6	-29.2
Autobody/Collision and Repair Technology/Technician°	26	26	59	0.0	126.9
Automobile/Automotive Mechanics Technology/Technician°	89	253	182	184.3	-28.1
Business Administration and Management, General°	63	56	109	-11.1	94.6
CAD/CADD Drafting and/or Design Technology/Technician°	6	29	20	383.3	-31.0
Child Care and Support Services Management°	1	5	4	400.0	-20.0
Child Care Provider/Assistant°	81	135	105	66.7	-22.2
Clinical/Medical Laboratory Technician	5	3	1	-40.0	-66.7
Computer Installation and Repair Technology/Technician°	25	44	76	76.0	72.7
Cosmetology/Cosmetologist, General°	131	100	112	-23.7	12.0
Criminal Justice/Safety Studies°	41	46	43	12.2	-6.5
Data Entry/Microcomputer Applications, General°	24	19	69	-20.8	263.2
Data Processing and Data Processing Technology/Technician°	13	32	33	146.2	3.1
Dental Assisting/Assistant	14	14	9	0.0	-35.7
Design and Visual Communications, General°	12	24	26	100.0	8.3
Drafting and Design Technology/Technician, General°	6	24	29	300.0	20.8
Early Childhood Education and Teaching°	27	39	35	44.4	-10.3
Electrical and Power Transmission Installation/Installer, General°	14	10	16	-28.6	60.0
Electrician°	15	10	19	-33.3	90.0
Emergency Medical Technology/Technician (EMT Paramedic)°	59	130	144	120.3	10.8
Entrepreneurship/Entrepreneurial Studies°	5	3	11	-40.0	266.7
Fire Prevention and Safety Technology/Technician°	4	3	3	-25.0	0.0
Fire Science/Fire-fighting°	12	11	28	-8.3	154.5
Fire Services Administration	7	2	5	-71.4	150.0
Graphic Design°	1	12	13	1100.0	8.3
Health Services/Allied Health/Health Sciences, General°	20	83	75	315.0	-9.6
Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/°	29	38	54	31.0	42.1
Industrial Mechanics and Maintenance Technology°	62	99	127	59.7	28.3
Interior Design°	34	11	43	-67.6	290.9
Licensed Practical/Vocational Nurse Training	46	21	38	-54.3	81.0
Machine Shop Technology/Assistant°	38	40	54	5.3	35.0
Marketing/Marketing Management, General	6	6	9	0.0	50.0
Mechanic and Repair Technologies/Technicians, Other	5	1	6	-80.0	500.0
Medical Insurance Coding Specialist/Coder°	3	2	9	-33.3	350.0
Medical Office Assistant/Specialist°	17	8	10	-52.9	25.0
Medical Office Management/Administration	1	11	13	-26.7	18.2
Medical/Clinical Assistant	8	73	71	-15.1	-2.7

Technical College Graduates - 2017*

PROGRAMS	TOTAL GRADUATES			PERCENT CHANGE	
	2015	2016	2017	2015-2016	2016-2017
Network and System Administration/Administrator°	30	46	36	53.3	-21.7
Nursing Assistant/Aide and Patient Care Assistant/Aide°	117	54	28	-53.8	-48.1
Phlebotomy Technician/Phlebotomist°	13	15	18	15.4	20.0
Professional, Technical, Business, and Scientific Writing°	5	6	4	20.0	-33.3
Radiologic Technology/Science - Radiographer	13	13	19	0.0	46.2
Retailing and Retail Operations°	4	1	4	-75.0	300.0
Selling Skills and Sales Operations°	6	5	7	-16.7	40.0
Surgical Technology/Technologist	8	25	13	212.5	-48.0
Web Page, Digital/Multimedia and Information Resources Design°	2	13	8	550.0	-38.5
Welding Technology/Welder°	127	198	220	55.9	11.1

Definition: All graduates except those listed as technical certificates(°) are diploma and degree graduates. Diploma and degree programs are one to two years in length. Technical certificates are less than a year in length. Duplication may occur due to graduates with multiple awards.

Source: Technical College System of Georgia

*Data shown represents Annual 2015, 2016, and 2017.

Note: Please visit TCSG website for any college configuration changes.

Georgia Department of Labor Location(s)

Career Center(s)
2756 Atlanta Hwy
Gainsville, GA 30504
Phone: (770) 535 - 5484 **Fax:** (770) 531 - 5699

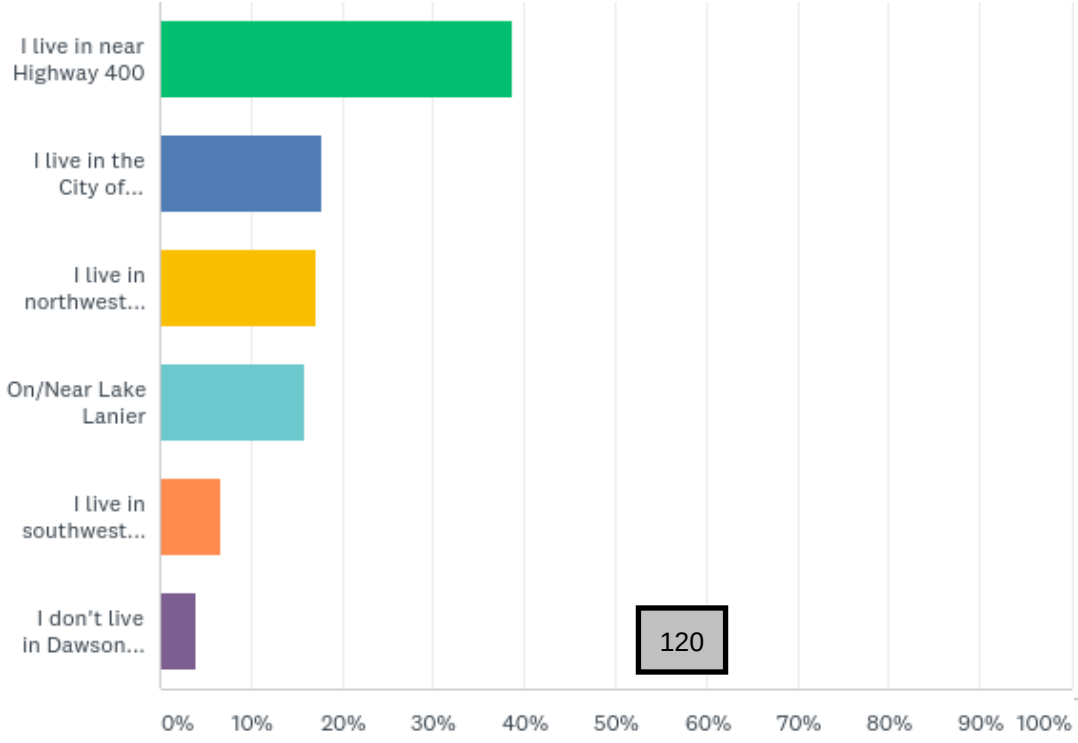
For copies of Area Labor Profiles, please visit our website at: http://dol.georgia.gov or contact Workforce Statistics & Economic Research, Georgia Department of Labor, 148 Andrew Young International Blvd N.E. Atlanta, GA. 30303-1751. Phone: 404-232-3875; Fax: 404-232-3888 or Email us at workforce_info@gdol.ga.gov

Summary of Comprehensive Plan Survey Results

DRAFT

Q1: In which part of Dawson County do you live?

Answered: 509 Skipped: 3



Powered by

Q1: In which part of Dawson County do you live?

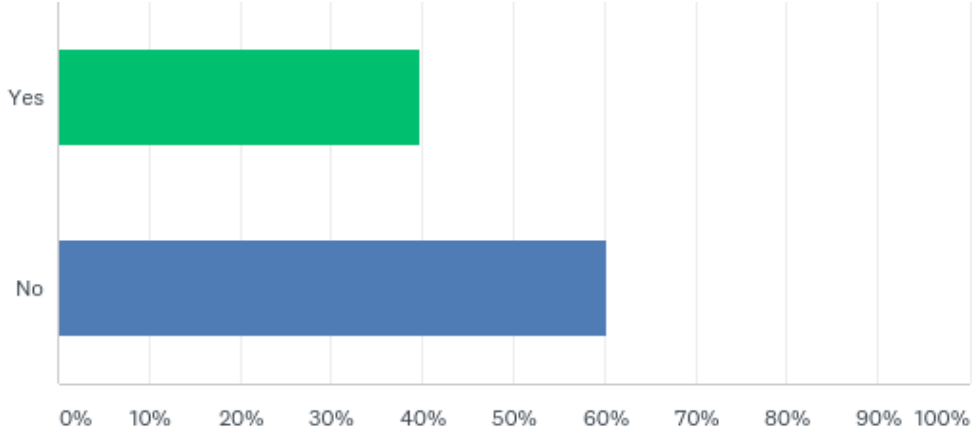
Answered: 509 Skipped: 3

ANSWER CHOICES	RESPONSES	
I live in near Highway 400	38.70%	197
I live in the City of Dawsonville	17.68%	90
I live in northwest Dawson County	17.09%	87
On/Near Lake Lanier	15.91%	81
I live in southwest Dawson County	6.68%	34
I don't live in Dawson County	3.93%	20
TOTAL		509

Powered by SurveyMonkey

Q2: Does your household have any children under age 18?

Answered: 505 Skipped: 7



Powered by SurveyMonkey

Q2: Does your household have any children under age 18?

Answered: 505 Skipped: 7

ANSWER CHOICES	RESPONSES	
Yes	39.80%	201
No	60.20%	304
TOTAL		505

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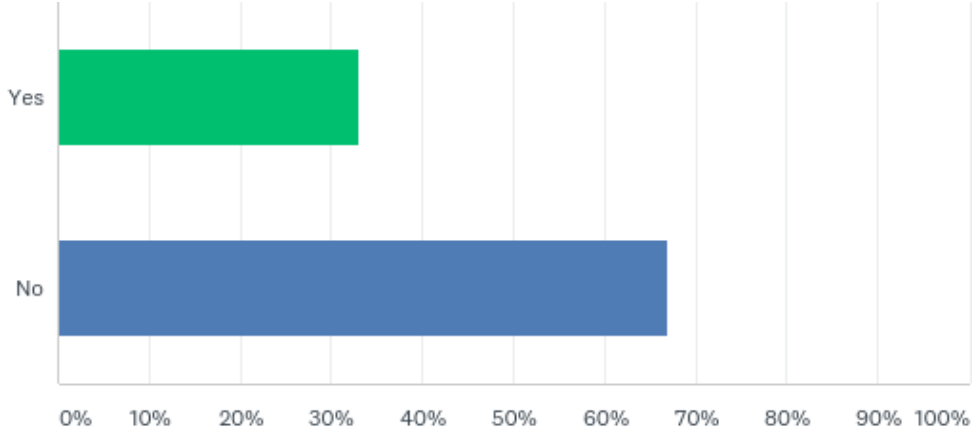
Q3: Does your household have any seniors age 65 or older?

Answered: 508 Skipped: 4



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Q3: Does your household have any seniors age 65 or older?

Answered: 508 Skipped: 4

ANSWER CHOICES	RESPONSES	
Yes	33.07%	168
No	66.93%	340
TOTAL		508

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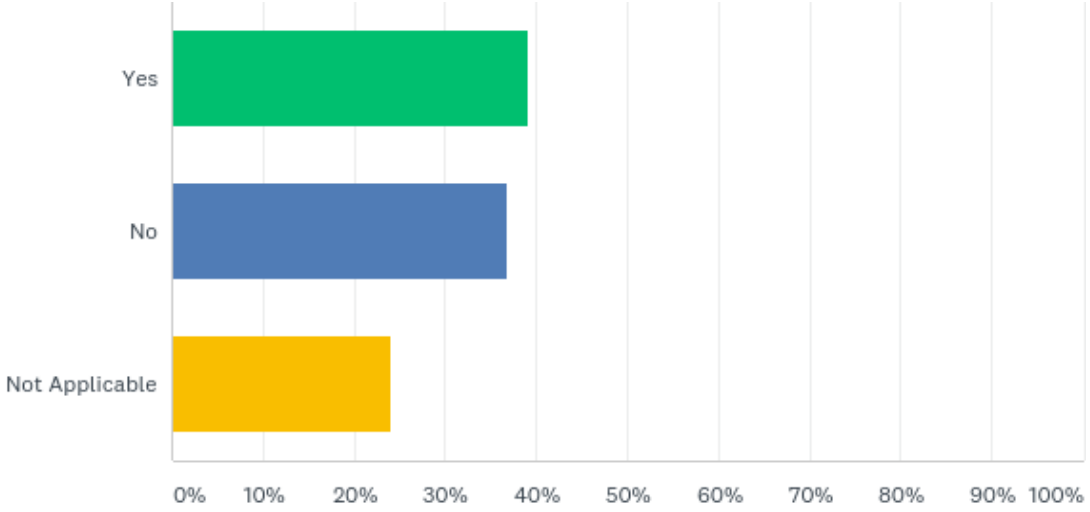
Q4: Is your place of employment within Dawson County?

Answered: 510 Skipped: 2



Powered by SurveyMonkey

Q4: Is your place of employment within Dawson County?

Answered: 510 Skipped: 2

ANSWER CHOICES	RESPONSES	
Yes	39.02%	199
No	36.86%	188
Not Applicable	24.12%	123
TOTAL		510

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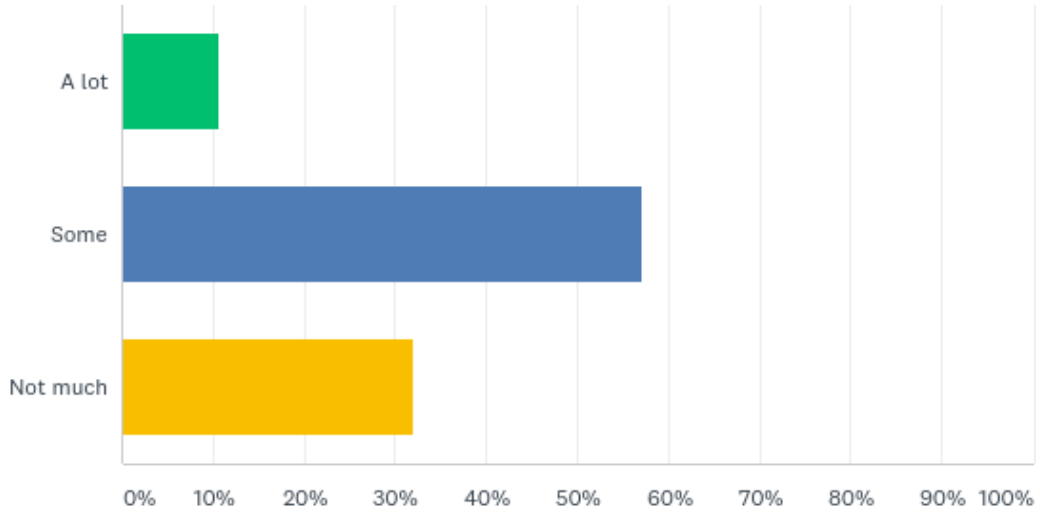
RESIDENTIAL development would you like to see come to Dawson County?

Answered: 511 Skipped: 1



Powered by SurveyMonkey

development over the next 20-25 years? How much new RESIDENTIAL development would you like to see come to Dawson County?

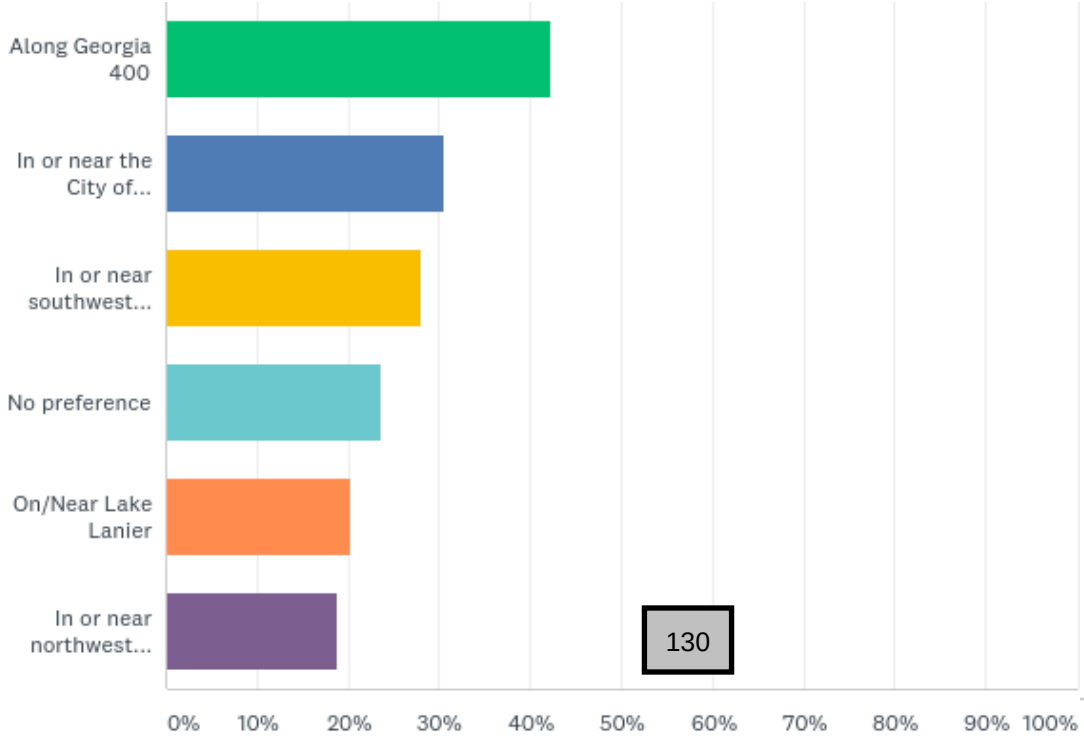
Answered: 511 Skipped: 1

ANSWER CHOICES	RESPONSES	
A lot	10.76%	55
Some	57.14%	292
Not much	32.09%	164
TOTAL		511

Powered by SurveyMonkey

areas, which parts of the County should receive that growth? (Choose all that apply)

Answered: 509 Skipped: 3



Powered by

areas, which parts of the County should receive that growth? (Choose all that apply)

Answered: 509 Skipped: 3

ANSWER CHOICES	RESPONSES	
Along Georgia 400	42.24%	215
In or near the City of Dawsonville	30.65%	156
In or near southwest Dawson County	28.09%	143
No preference	23.58%	120
On/Near Lake Lanier	20.24%	103
In or near northwest Dawson County	18.86%	96
Total Respondents: 509		

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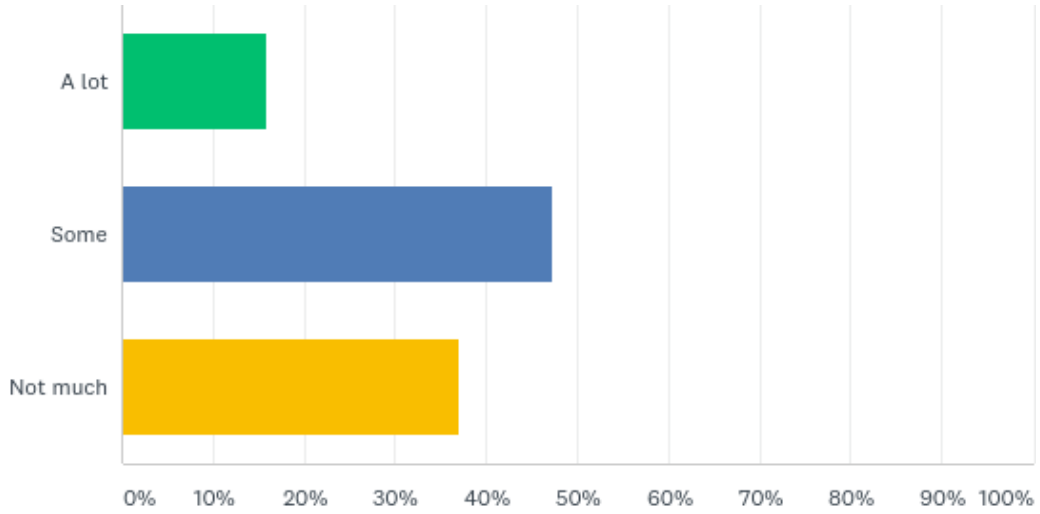
Q7: How much new COMMERCIAL development would you like to see come to Dawson County?

Answered: 506 Skipped: 6



Powered by SurveyMonkey

Q7: How much new COMMERCIAL development would you like to see come to Dawson County?

Answered: 506 Skipped: 6

ANSWER CHOICES	RESPONSES	
A lot	15.81%	80
Some	47.23%	239
Not much	36.96%	187
TOTAL		506

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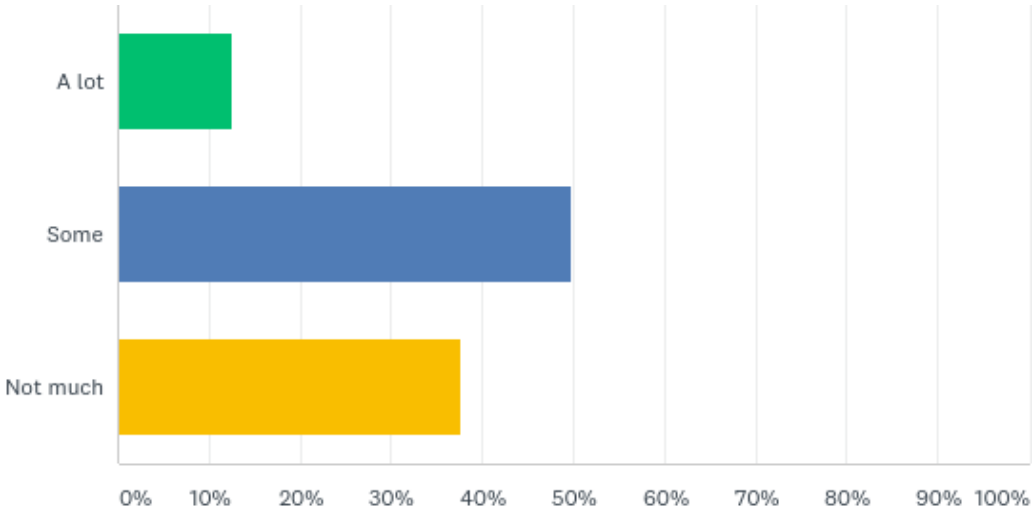
Q8: How much new INDUSTRIAL development would you like to see come to Dawson County?

Answered: 508 Skipped: 4



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Q8: How much new INDUSTRIAL development would you like to see come to Dawson County?

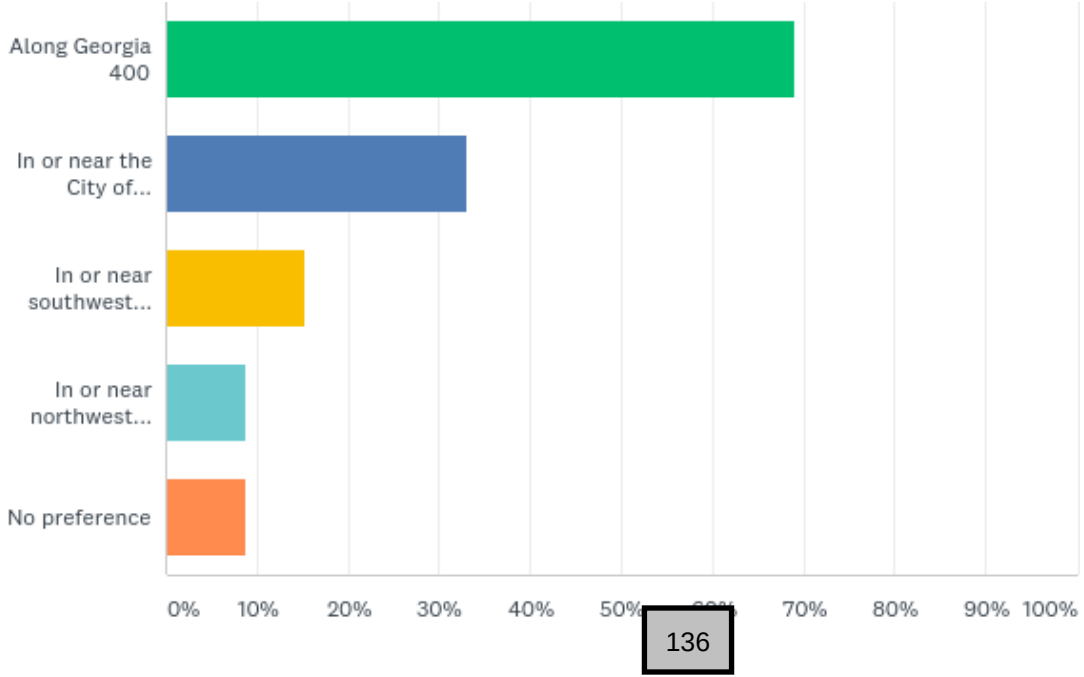
Answered: 508 Skipped: 4

ANSWER CHOICES	RESPONSES	
A lot	12.60%	64
Some	49.80%	253
Not much	37.60%	191
TOTAL		508

Powered by SurveyMonkey

areas, which parts of the County should receive that growth? (Choose all that apply)

Answered: 508 Skipped: 4



Powered by SurveyMonkey

areas, which parts of the County should receive that growth? (Choose all that apply)

Answered: 508 Skipped: 4

ANSWER CHOICES	RESPONSES	
Along Georgia 400	69.09%	351
In or near the City of Dawsonville	33.07%	168
In or near southwest Dawson County	15.35%	78
In or near northwest Dawson County	8.86%	45
No preference	8.86%	45
Total Respondents: 508		

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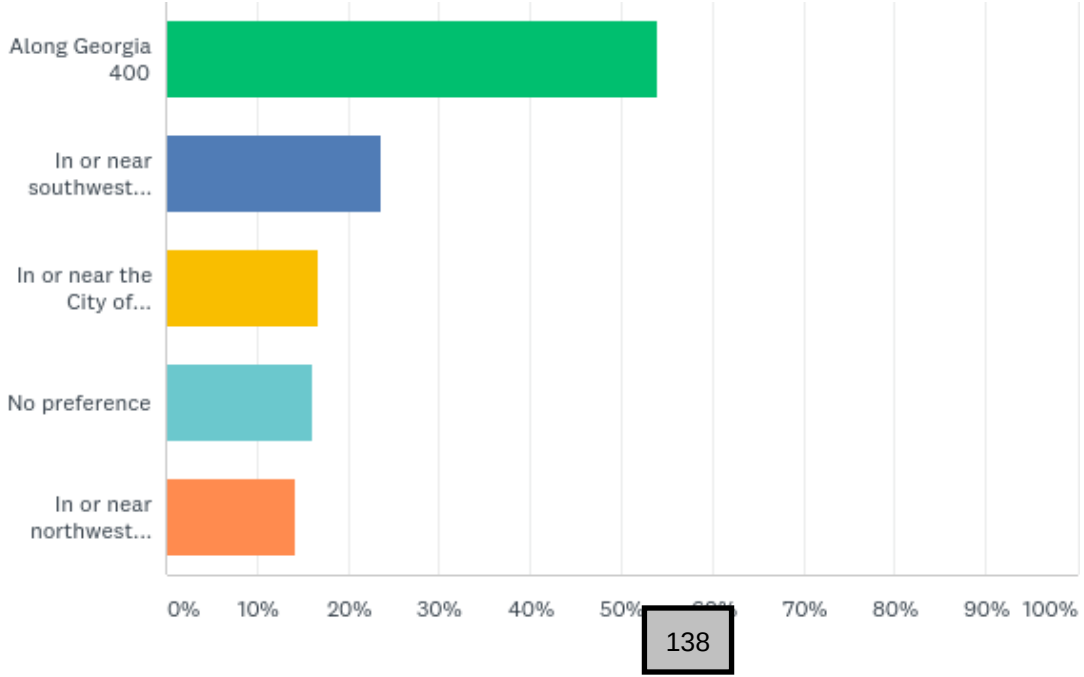
areas, which parts of the County should receive that growth? (Choose all that apply)

Answered: 505 Skipped: 7



Powered by SurveyMonkey

areas, which parts of the County should receive that growth? (Choose all that apply)

Answered: 505 Skipped: 7

ANSWER CHOICES	RESPONSES	
Along Georgia 400	54.06%	273
In or near southwest Dawson County	23.56%	119
In or near the City of Dawsonville	16.63%	84
No preference	16.04%	81
In or near northwest Dawson County	14.26%	72
Total Respondents: 505		

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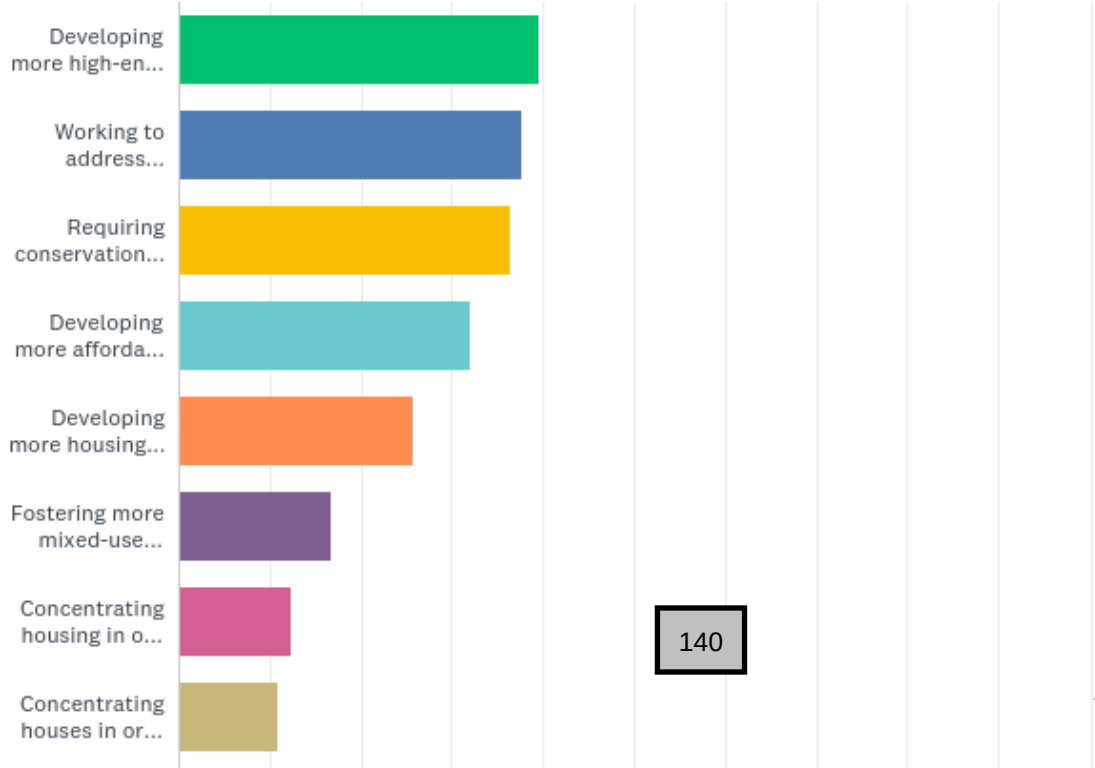
Q11: Our top two priorities with regard to housing should be...

Answered: 511 Skipped: 1



Powered by

Q11: Our top two priorities with regard to housing should be...

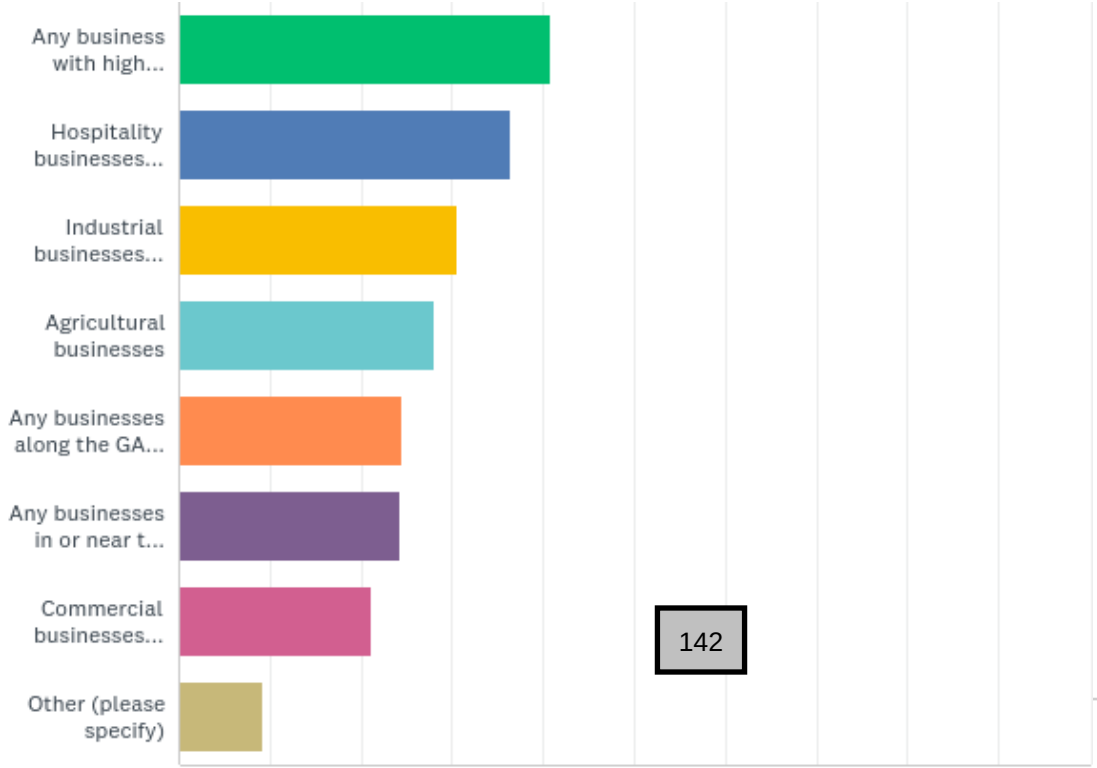
Answered: 511 Skipped: 1

ANSWER CHOICES	RESPONSES	
Developing more high-end housing (> $300,000)	39.53%	202
Working to address dilapidated properties	37.57%	192
Requiring conservation design subdivisions	36.40%	186
Developing more affordable single family housing (< $180,000)	32.09%	164
Developing more housing options for seniors	25.64%	131
Fostering more mixed-use development	16.83%	86
Concentrating housing in or near GA 400	12.33%	63
Concentrating houses in or near the City of Dawsonville	10.96%	56
Other (please specify)	9.78%	50
Developing more rental options	8.22%	42
Developing more apartments	3.33%	17
Total Respondents: 511		

141

Q12: Our top two priorities with regard to economic development should be attracting or sustaining...

Answered: 507 Skipped: 5



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Q12: Our top two priorities with regard to economic development should be attracting or sustaining...

Answered: 507 Skipped: 5

ANSWER CHOICES	RESPONSES	
Any business with high paying jobs	40.83%	207
Hospitality businesses (hotels, dining, attractions, etc)	36.49%	185
Industrial businesses (manufacturing, warehousing, etc)	30.57%	155
Agricultural businesses	28.01%	142
Any businesses along the GA 400 corridor	24.46%	124
Any businesses in or near the City of Dawsonville	24.26%	123
Commercial businesses (retail, services, etc)	21.10%	107
Other (please specify)	9.27%	47
Total Respondents: 507		

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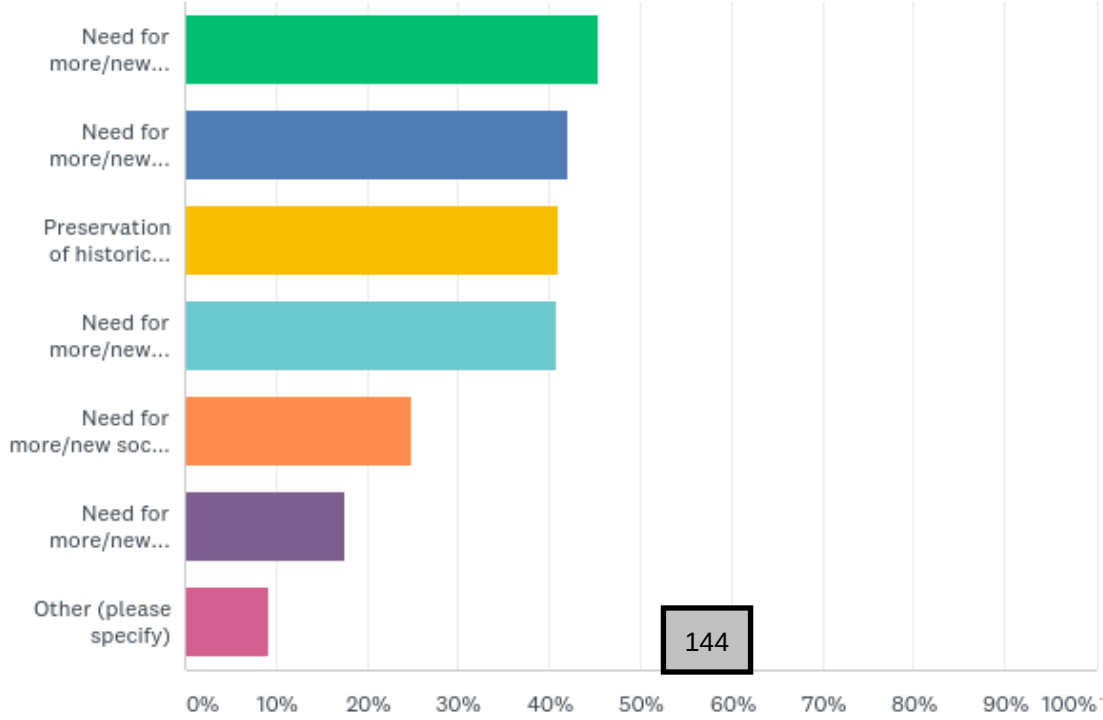
Q13: Our top two priorities regarding cultural amenities should be...

Answered: 506 Skipped: 6



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Q13: Our top two priorities regarding cultural amenities should be...

Answered: 506 Skipped: 6

ANSWER CHOICES	RESPONSES	
Need for more/new passive use parks and recreation areas	45.45%	230
Need for more/new entertainment options	42.09%	213
Preservation of historic sites and resources	40.91%	207
Need for more/new recreational trails	40.71%	206
Need for more/new social events in our community	24.90%	126
Need for more/new athletic facilities	17.59%	89
Other (please specify)	9.29%	47
Total Respondents: 506		

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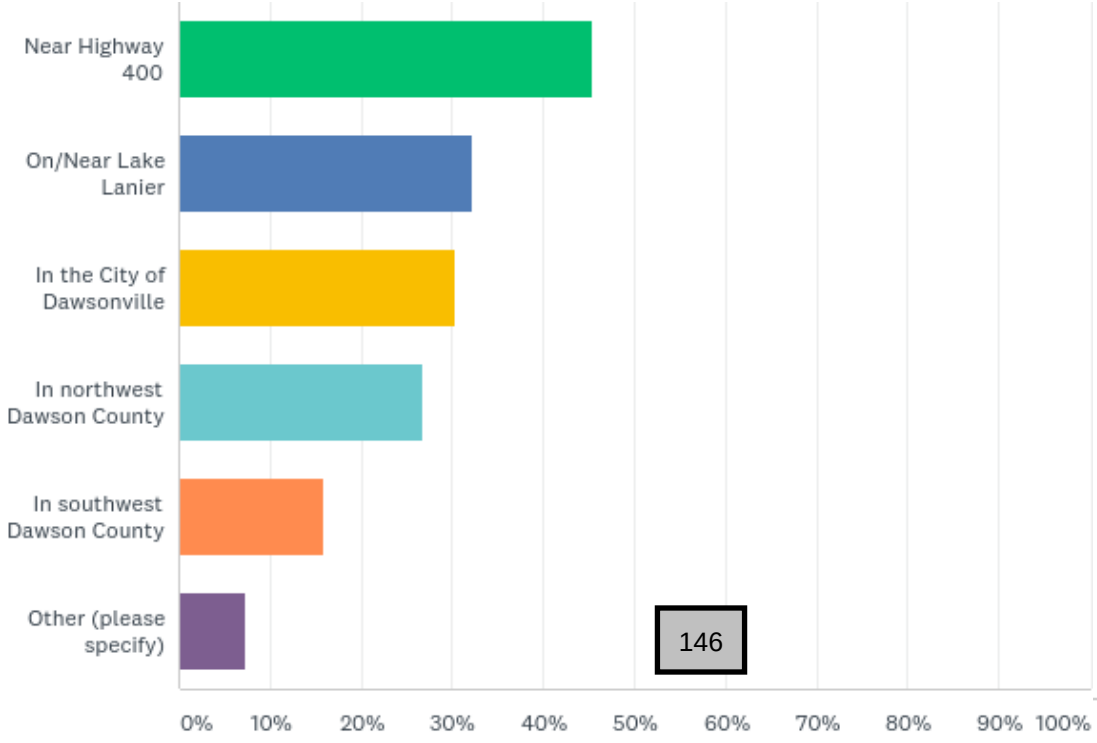
Q14: Which parts of Dawson County need more/new parks?

Answered: 484 Skipped: 28



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Q14: Which parts of Dawson County need more/new parks?

Answered: 484 Skipped: 28

ANSWER CHOICES	RESPONSES	
Near Highway 400	45.45%	220
On/Near Lake Lanier	32.23%	156
In the City of Dawsonville	30.37%	147
In northwest Dawson County	26.86%	130
In southwest Dawson County	15.91%	77
Other (please specify)	7.23%	35
Total Respondents: 484		

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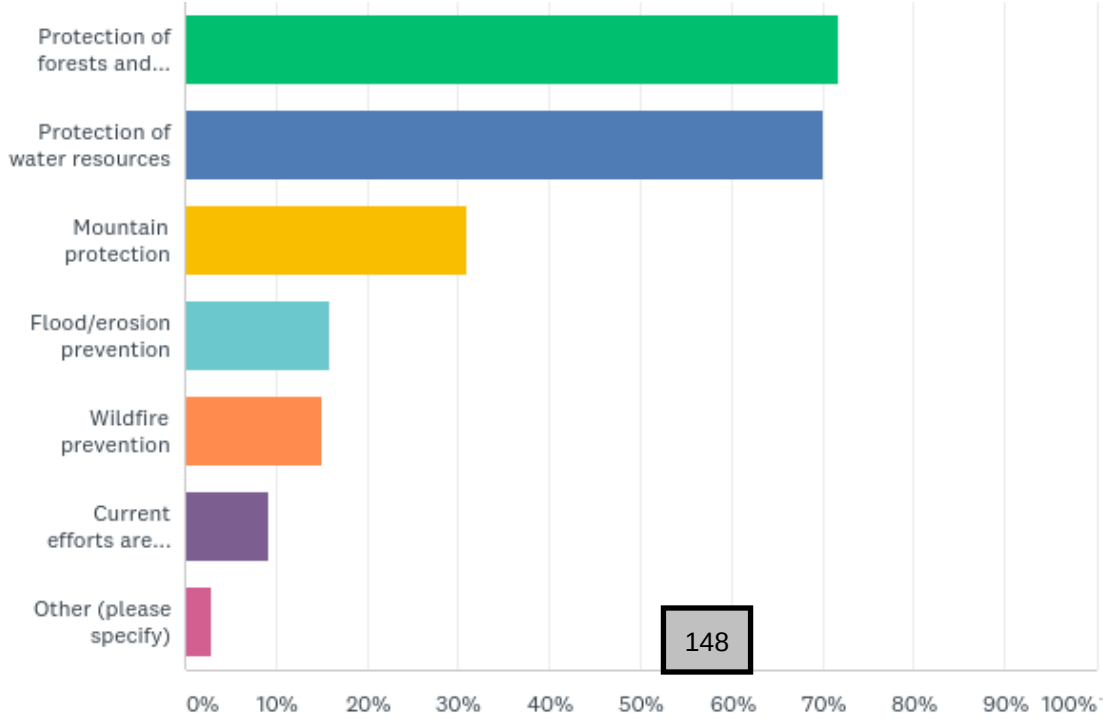
Q15: Our top two priorities regarding natural resources should be...

Answered: 508 Skipped: 4



Powered by

Q15: Our top two priorities regarding natural resources should be...

Answered: 508 Skipped: 4

ANSWER CHOICES	RESPONSES	
Protection of forests and wildlife areas	71.65%	364
Protection of water resources	70.08%	356
Mountain protection	30.91%	157
Flood/erosion prevention	15.94%	81
Wildfire prevention	14.96%	76
Current efforts are sufficient	9.25%	47
Other (please specify)	2.95%	15
Total Respondents: 508		

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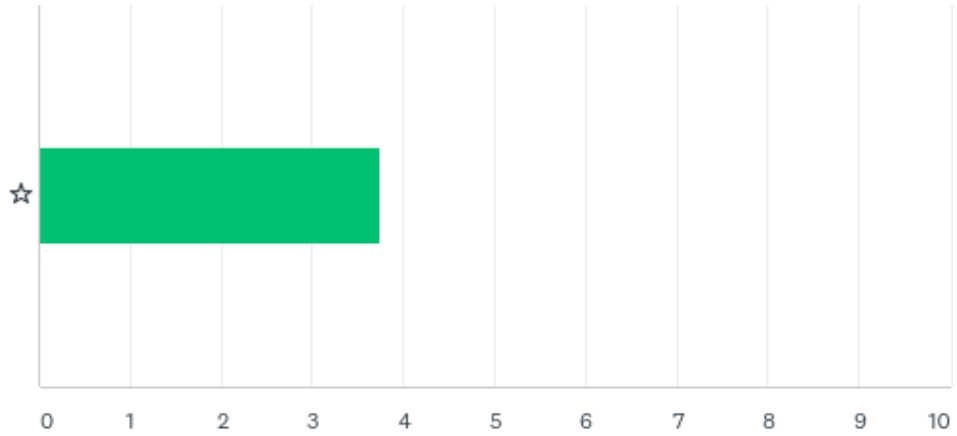
Q18: Please rate the quality of your public water service. (Leave blank if you do not use public water.)

Answered: 377 Skipped: 135



150

Q18: Please rate the quality of your public water service. (Leave blank if you do not use public water.)

Answered: 377 Skipped: 135

	POOR	(NO LABEL)	AVERAGE	(NO LABEL)	EXCELLENT	TOTAL	WEIGHTED AVERAGE
☆	2.65% 10	4.77% 18	36.07% 136	28.38% 107	28.12% 106	377	3.75

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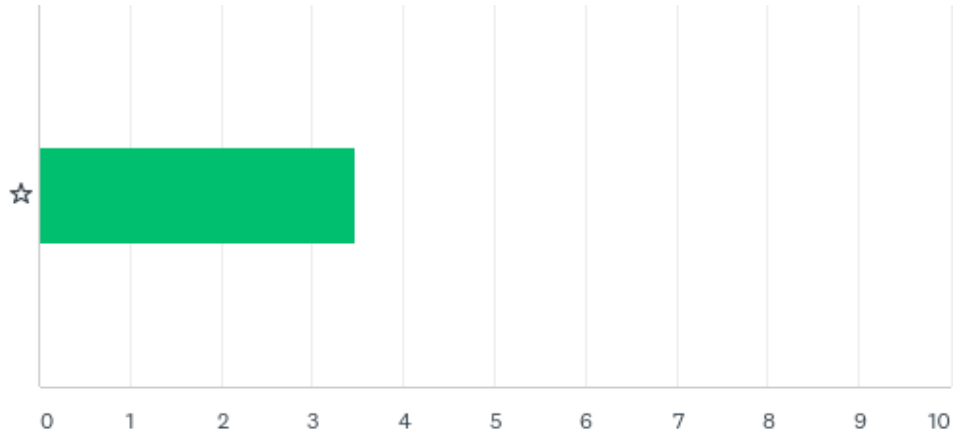
Q19: Please rate the quality of your public sewer service. (Leave blank if you do not use public sewer.)

Answered: 175 Skipped: 337



152

Q19: Please rate the quality of your public sewer service. (Leave blank if you do not use public sewer.)

Answered: 175 Skipped: 337

	POOR	(NO LABEL)	AVERAGE	(NO LABEL)	EXCELLENT	TOTAL	WEIGHTED AVERAGE
☆	8.00% 14	6.29% 11	42.29% 74	17.71% 31	25.71% 45	175	3.47

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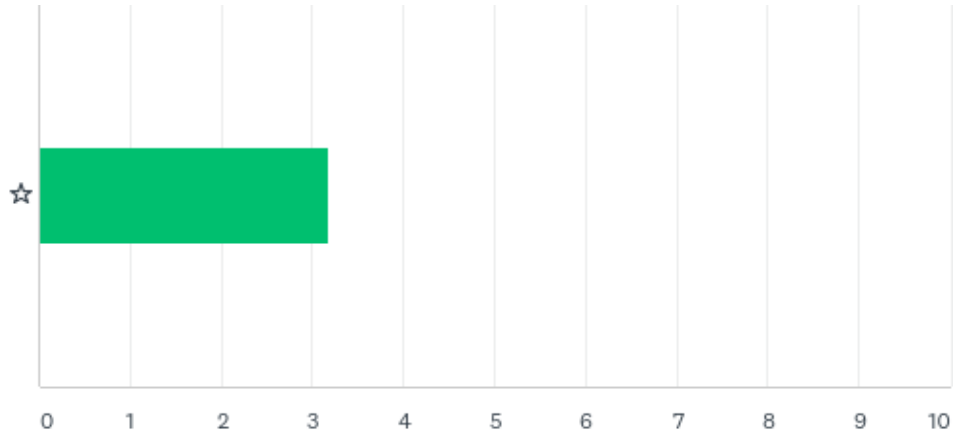
Q20: Please rate the quality of your parks and recreation facilities and services.

Answered: 488 Skipped: 24



154

Q20: Please rate the quality of your parks and recreation facilities and services.

Answered: 488 Skipped: 24

	POOR	(NO LABEL)	AVERAGE	(NO LABEL)	EXCELLENT	TOTAL	WEIGHTED AVERAGE
☆	6.56% 32	13.73% 67	47.13% 230	21.72% 106	10.86% 53	488	3.17

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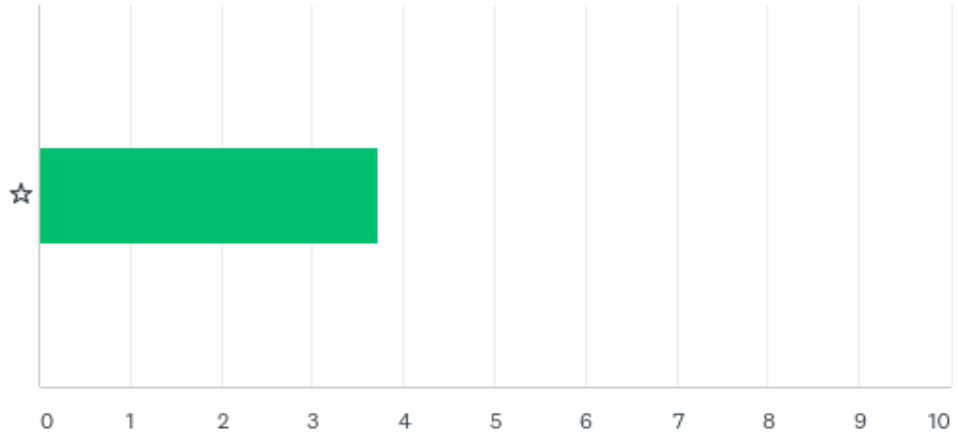
Q21: Please rate the quality of your law enforcement services.

Answered: 495 Skipped: 17



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Q21: Please rate the quality of your law enforcement services.

Answered: 495 Skipped: 17

	POOR	(NO LABEL)	AVERAGE	(NO LABEL)	EXCELLENT	TOTAL	WEIGHTED AVERAGE
☆	2.22% 11	8.28% 41	29.09% 144	34.95% 173	25.45% 126	495	3.73

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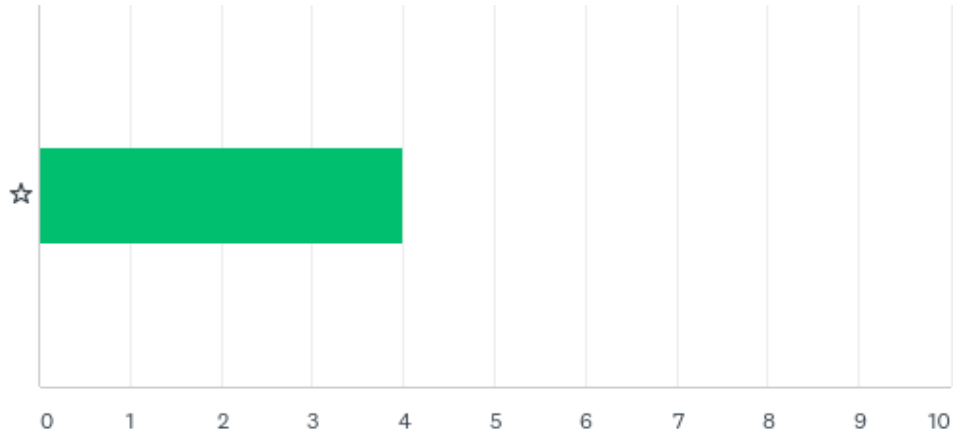
Q22: Please rate the quality of your fire protection/ EMS services.

Answered: 493 Skipped: 19



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Q22: Please rate the quality of your fire protection/ EMS services.

Answered: 493 Skipped: 19

	POOR	(NO LABEL)	AVERAGE	(NO LABEL)	EXCELLENT	TOTAL	WEIGHTED AVERAGE
☆	2.03% 10	2.64% 13	24.75% 122	35.29% 174	35.29% 174	493	3.99

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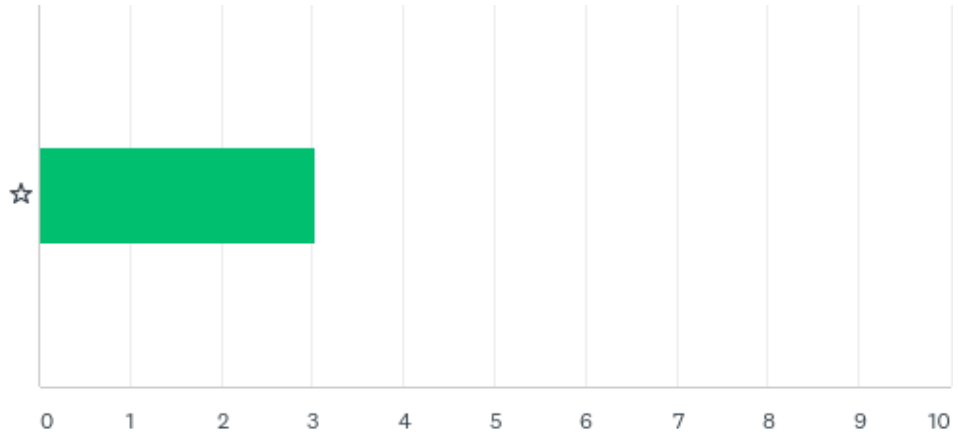
Q23: Please rate the quality of your local roads.

Answered: 501 Skipped: 11



160

Q23: Please rate the quality of your local roads.

Answered: 501 Skipped: 11

	POOR	(NO LABEL)	AVERAGE	(NO LABEL)	EXCELENT	TOTAL	WEIGHTED AVERAGE
☆	7.19% 36	14.37% 72	49.70% 249	24.75% 124	3.99% 20	501	3.04

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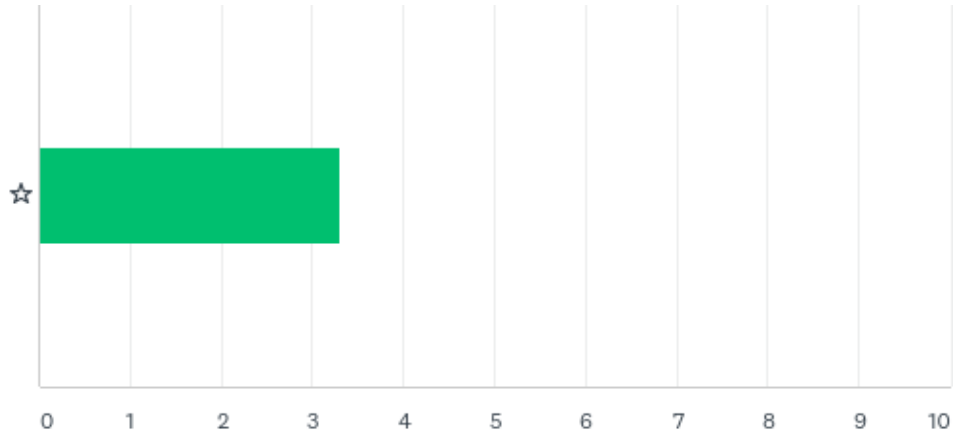
Q24: Please rate the quality of your general government services.

Answered: 497 Skipped: 15



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Q24: Please rate the quality of your general government services.

Answered: 497 Skipped: 15

	POOR	(NO LABEL)	AVERAGE	(NO LABEL)	EXCELLENT	TOTAL	WEIGHTED AVERAGE
☆	5.03% 25	9.46% 47	44.87% 223	30.38% 151	10.26% 51	497	3.31

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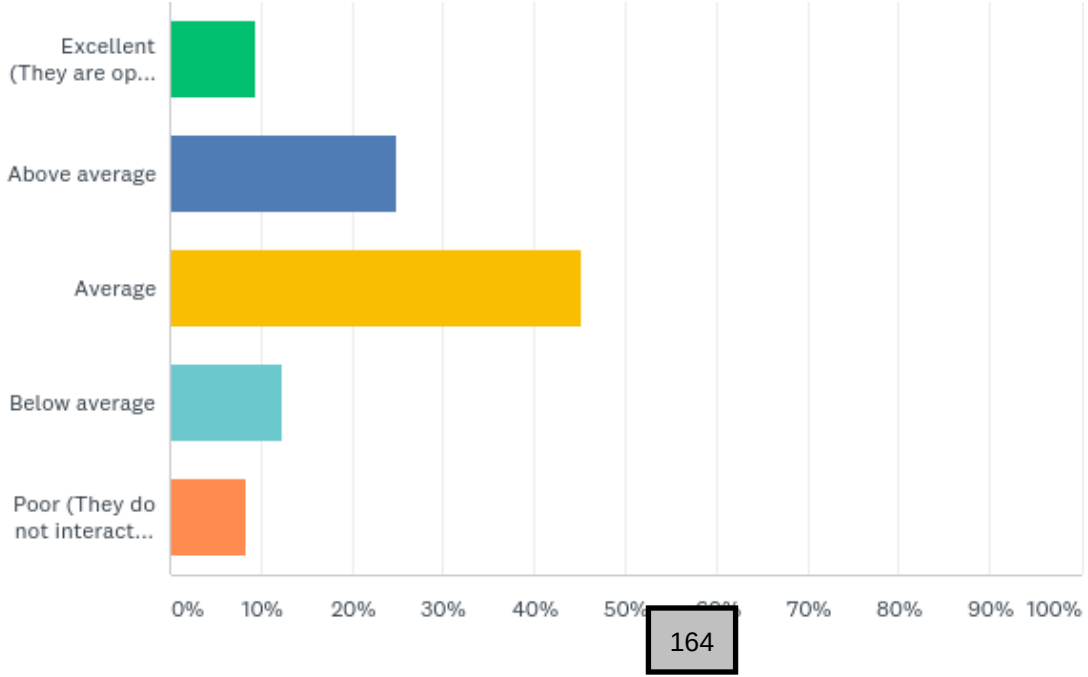
Q25: How well do you rate your local government with regards to openness and communicating with the public?

Answered: 496 Skipped: 16



Q25: How well do you rate your local government with regards to openness and communicating with the public?

Answered: 496 Skipped: 16

ANSWER CHOICES	RESPONSES	
Excellent (They are open to requests and responsive to needs.)	9.48%	47
Above average	24.80%	123
Average	45.16%	224
Below average	12.30%	61
Poor (They do not interact well with the public and I feel they don't listen.)	8.27%	41
TOTAL		496

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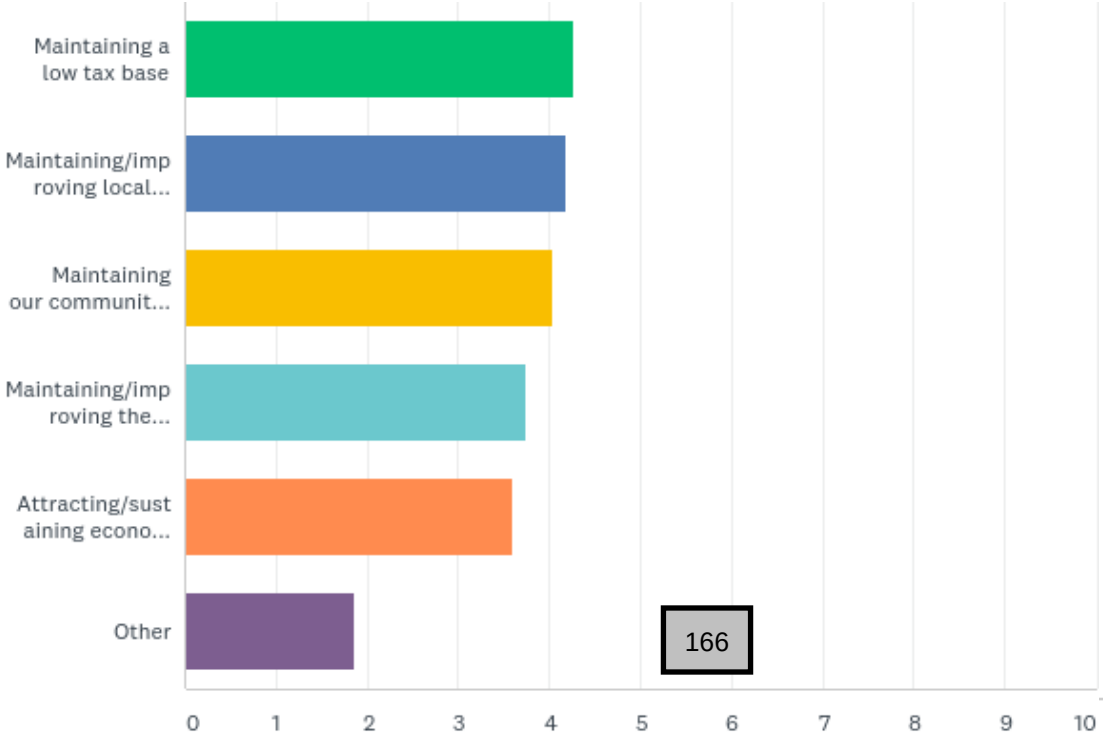
Q27: For your local government, please rank the following objectives in terms of priority, with 1 being most important.

Answered: 495 Skipped: 17



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Q27: For your local government, please rank the following objectives in terms of priority, with 1 being most important.

Answered: 495 Skipped: 17

	1	2	3	4	5	6	TOTAL	SCORE
Maintaining a low tax base	28.34% 123	20.51% 89	18.20% 79	17.97% 78	11.75% 51	3.23% 14	434	4.26
Maintaining/improving local safety	23.19% 109	25.96% 122	17.87% 84	14.68% 69	15.32% 72	2.98% 14	470	4.18
Maintaining our community's rural character	27.10% 126	19.78% 92	12.26% 57	16.13% 75	20.00% 93	4.73% 22	465	4.04
Maintaining/improving the quality of local facilities and services	8.87% 40	16.19% 73	32.37% 146	27.72% 125	13.53% 61	1.33% 6	451	3.75
Attracting/sustaining economic development	15.77% 70	16.89% 75	16.89% 75	18.24% 81	25.90% 115	6.31% 28	444	3.59
Other	9.77% 17	2.30% 4	4.60% 8	2.87% 5	9.77% 17	70.69% 123	174	1.87

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Committee/ Public Forum Sign-in Sheets

DRAFT

Dawson County Comprehensive Plan Update Meeting
February 20, 2018
ATTENDANCE SHEET

	PRINT NAME	ADDRESS
1.	Jane Graves	224 Park Cove Rd D. GA 30534
2.	Jameson Kinley	25 Justice Way
3.	[illegible]	115 Riven Overlook Jct, Dawsonville
4.	Tony Passarello	180 Sunset Drive Dawsonville
5.	Jason Hamby	1362 Bailey Waters Rd. Dawsonville
6.	Casey Mrozewski	415 Highway 53 East, suite 100, Dawsonville
7.	John Malony	9 Bent Rock Dr Dawsonville
8.	Christie Sleyter	55 Pearl Chambers Pr, Dawsonville
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Dawson County Comprehensive Plan Update Meeting
March 19, 2018
ATTENDANCE SHEET

PRINT NAME	ADDRESS
1. Tony Passarello	180 Sunset Dr
2. Allie Dean	Dawson County News
3. Steve Pawlik	old Henry Grady Road
4. Sherri Turner	Bailey Waters Rd
5. Lisa Johnson	Hwy 136
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5/21 Dawson Plan Mtg

Name	
Lydia + Dwayne Messerschmidt	Lmess72@yahoo.com
Allie Dean - Dawson County News	
Charlie Tarver	ctarver@windstream.net
Tony Passarello	tpassarello7@gmail.com
Denise Ray	dray@bigcarvenews.com
Jane Graves	
Lionel Graves	
Christie Sluyter	
Carolyn Tourgnieve	star.fire@icloud.com
Donna Blackwell	

Dawson County Comprehensive Update Meeting
July 23, 2018
ATTENDANCE SHEET

PRINT NAME	ADDRESS
1. Tony Passarello	180 Sunset Drive
2. Hugh Stowers	800 Hugh Stowers Road
3. Terri Trayser	
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Backup material for agenda item:

1. Consideration of Georgia Trauma Commission Grant Application Request

DAWSON COUNTY BOARD OF COMMISSIONERS
AGENDA FORM

Department: **Emergency Services** Work Session: 01-10-19

Prepared By: **Danny Thompson** Voting Session: 01-17-2019

Presenter: **Danny Thompson** Public Hearing: Yes _____ No **X**

Agenda Item Title: Georgia Trauma Commission Grant

Background Information:

This request is for a grant application to the state of Georgia EMS office. Annually, they have funds made available to each Georgia EMS service from the Georgia Trauma Commission. This grant is a 100% match with no cost to Dawson County, and the amount is based on the number of transport capable medical units.

Current Information:

The Georgia Trauma Commission has allotted Dawson County to be eligible to receive $4322.17. This grant is a zero-match grant and based on the number of med units in Dawson County. DCES will use this money to purchase 4 laptops to replace outdated ones currently in use on four of our apparatus. In addition, three new medical supply bags for three of our apparatus will be purchased due to their age and needing replacement.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Approve agenda item

Department Head Authorization: **DT** Date: 01.02.2019

Finance Dept. Authorization: Vickie Neikirk Date: 1/3/19

County Manager Authorization: DH Date: 1/3/19

County Attorney Authorization: _____ Date: _____

Comments/Attachments:

Backup material for agenda item:

2. Consideration of IFB #330-18 - 15-Foot Rock Gravel Spreader Award Request

DAWSON COUNTY BOARD OF COMMISSIONERS
AGENDA FORM

Department: Public Works — Work Session: 01/10/2019

Prepared By: Melissa Hawk — Voting Session: 01/17/2019

Presenter: David McKee/Melissa Hawk — Public Hearing: Yes x No _____

Agenda Item Title: IFB #330-18 15' Rock Gravel Spreader Presentation

Background Information:

The BOC approved $700,000 to be spent from the SPLOST VI revenue on Public Works equipment. The Dawson County Public Works Department provides quality service to the citizens of Dawson County and its visitors through the management of roads, bridges and trails. Its goal is to protect our investment in infrastructure and to promote safe, efficient movement of people and vehicles.

Current Information:

An IFB was released for a 15' rock gravel spreader, which received 1 bid from Chandler Equipment Company, Gainesville, Georgia, in the amount of $31,614.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
324	4220	542100	$700,000.00	$167,293.00	$31,614.00	$135,679.00

Recommendation/Motion: To accept the bid received for IFB #330-18 15' Rock Gravel Spreader and to issue a purchase order for procurement of same in the amount of $31,614.00 to Chandler Equipment Company.

Department Head Authorization: David McKee — Date: 12/17/2018

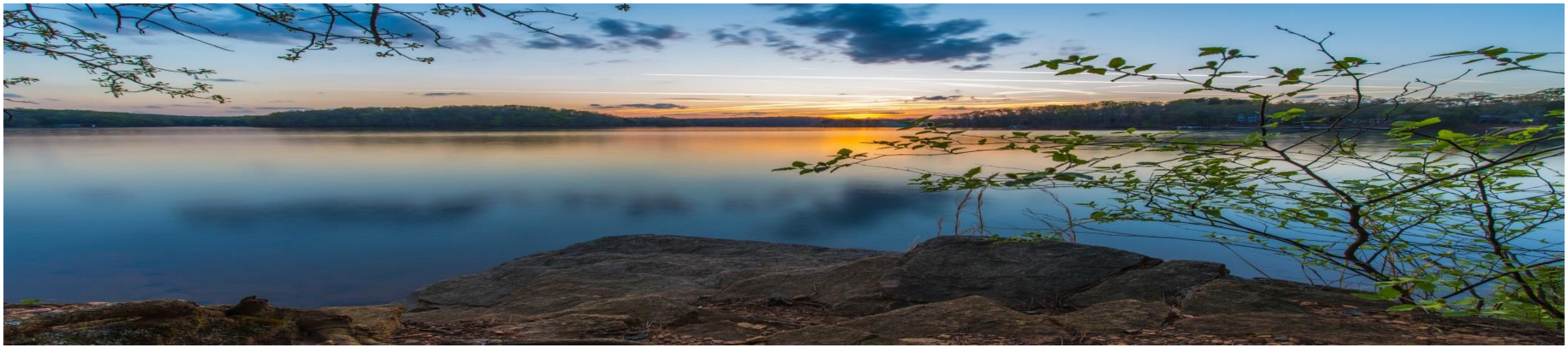
Finance Dept. Authorization: Vickie Neikirk — Date: 1/3/19

County Manager Authorization: DH — Date: 1/3/19

County Attorney Authorization: _____ — Date: _____

Comments/Attachments:

Presentation



War Hill Park

Photo by: Michelle Wittmer Grabowski

IFB #330-18
15’ ROCK GRAVEL SPREADER

WORK SESSION – NOVEMBER 8, 2018

Background and Overview

- On February 1, 2018, the Dawson County Board of Commissioners approved $700,000.00 for Public Works equipment from the SPLOST VI revenue.
- Public Works has expensed $532,707.00 for roadway equipment.
- Research was conducted by Purchasing to determine if this equipment was a sole source product. Multiple companies has the ability to manufacturer the product.
- An IFB was released on November 30, 2018 for a fifteen foot rock gravel spreader.

Procurement Approach and Procedure

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

Scope of Work/Equipment Description

- Contractor will:
  - Mount spreader onto a 2000 Mack Truck, Model RD6885
  - Deliver completed project within 30 days after receipt of order
  - Provide a six month warranty on parts and labor.

- Some of the minimum specifications required are:
  - Tandem pump drive
  - Mesh-type roll tarp with heavy duty electric motor
  - In-cab spreader controls with 2 motors which will control the spinner speed, conveyor speed, tarp and hydraulic gate
  - Hinging rear end, single cylinder, hydraulic rack and pinon style gate
  - Spinner system to have 8 blades on each spinner (minimum of 2) to be easily removed according to size of material being spread
  - Power Take Off for the hydraulic pump to power bed

Bids Received

15' Rock Gravel Spreader	**$31,614.00**	
WARRANTY (Circle one)	**Complies**	
Expected Delivery Date ARO	30 days from order	
Warranty Timeframe	6 months	
Warranty Work to Be Performed By: Chandler Equipment Company		
Contact Name: Brannon Chandler **Phone Number:** 770-536-8891		
Address: 1111 E. Ridge Road, P. O. Box 2533, Gainesville, GA 30501 **Email:** brannon@chandlerspreaders.com		

Staff Recommendation

Staff respectfully requests the Board of Commissioners to accept the bid submitted and to issue a Purchase Order to Chandler Equipment Co. in the amount of $31,614.00.

THANK YOU

Backup material for agenda item:

3. Consideration of Professional Exemption for Medical Director Services for the Dawson County Detention Center

DAWSON COUNTY BOARD OF COMMISSIONERS
AGENDA FORM

Department: Sheriff

Work Session: 01/10/2019

Prepared By: Melissa Hawk

Voting Session: 01/17/2019

Presenter: Melissa Hawk

Public Hearing: Yes x No _____

Agenda Item Title: Professional Exemption Request for DCDC Medical Director Services Presentation

Background Information:

The BOC initiated a professional exemption ordinance for infrequent and unique circumstances within the Purchasing Policy Ordinance on February 2, 2017. The BOC approved a contract between CorrectHealth, LLC for medical services for the detainees of the Dawson County Detention Center on May 1, 2014.

Current Information:

The Purchasing Department and the Sheriff's Office are requesting to exempt CorrectHealth, LLC for the DCDC Medical Director Services. The current terms, condition (with exception of the renewal options) and scope of services as the RFP #233-14 will be followed. A letter of commitment will be mandated each year to ensure scope of services, terms and conditions are agreed up and to enable internal auditing of services received.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
100	3326	521205	$345,050.00			

Recommendation/Motion: To approve the professional service exemption of CorrectHealth, LLC to perform the Dawson County Detention Center Medical Director Services.

Department Head Authorization: Jeff Johnson

Date: 12/17/2018

Finance Dept. Authorization: Vickie Neikirk

Date: 1/3/19_____

County Manager Authorization: ___DH_____

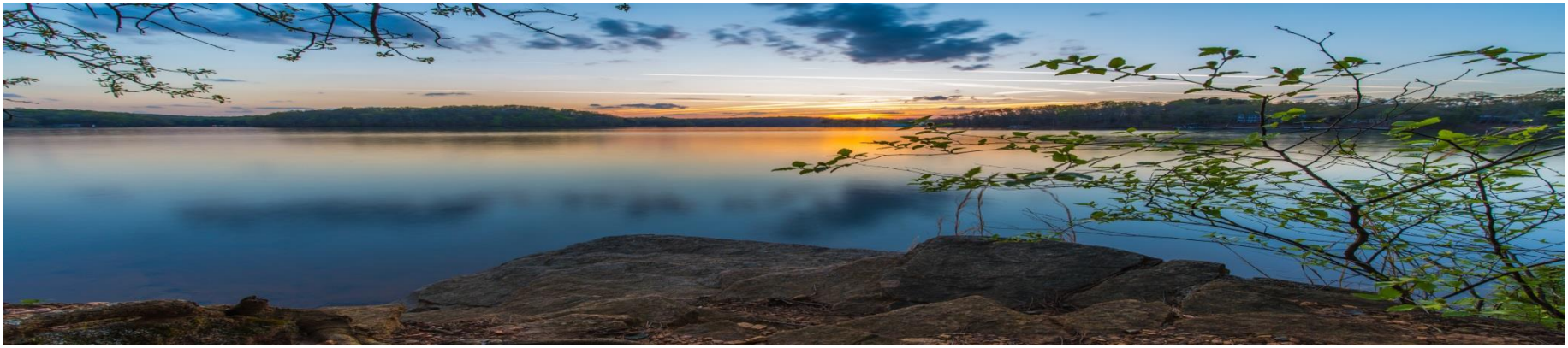
Date: 1/3/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Presentation



War Hill Park

Photo by: Michelle Wittmer Grabowski

PROFESSIONAL EXEMPTION REQUEST FOR DCDC MEDICAL DIRECTOR SERVICES

WORK SESSION – JANUARY 10, 2019

Background and Overview

- The Dawson County Board of Commissioners initiated a professional exemption ordinance for infrequent and unique circumstances within the Purchasing Policy Ordinance on February 2, 2017.

- Dawson County Sheriff's Office is very satisfied with the work performed by CorrectHealth, LLC for the medical services for detainees of the Dawson County Detention Center. This contract was awarded on May 1, 2014.

Staff Recommendation

Staff respectfully requests the BOC to approve the professional services exemption of CorrectHealth, LLC to perform the DCDC Medical Director Services.

NOTE: This exemption will remain until such time that the DC Sheriff's Office request services to be released in a RFP. Said services will be performed under the current terms and conditions and scope of services (with exception of the renewal options) as prescribed in the agreement dated May 1, 2014 and pricing approved on March 8, 2018. This pricing may increase as per the agreement May 1st each year in service.

THANK YOU

Backup material for agenda item:

4. Consideration of Sole Source Purchase Request for Computer Aided Dispatch System Upgrade

DAWSON COUNTY BOARD OF COMMISSIONERS
AGENDA FORM

Department: Sheriff

Work Session: 01/10/2019

Prepared By: Melissa Hawk

Voting Session: 01/17/2019

Presenter: Melissa Hawk

Public Hearing: Yes x No _____

Agenda Item Title: Sole Source Request Presentation

Background Information:

The current CAD system is outdated and keeping the system up is becoming more and more difficult. New text technology is requiring an upgrade to the system.

Current Information:

The final result was to request a sole source exemption and upgrade the current 911 CAD system provided by InterAct – Caliber. Hardware specifications are being gathered for Purchasing to research ability to find competitive pricing from other sources.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
TBD	3326					

Recommendation/Motion: To approve the sole source request for InterAct – Caliber to upgrade current CAD system for the E-911 Communications Center and approve a total project budget not to exceed $485,000.

Department Head Authorization: Jeff Johnson

Date: 12/17/2018

Finance Dept. Authorization: Vickie Neikirk

Date: 1/3/19

County Manager Authorization: DH

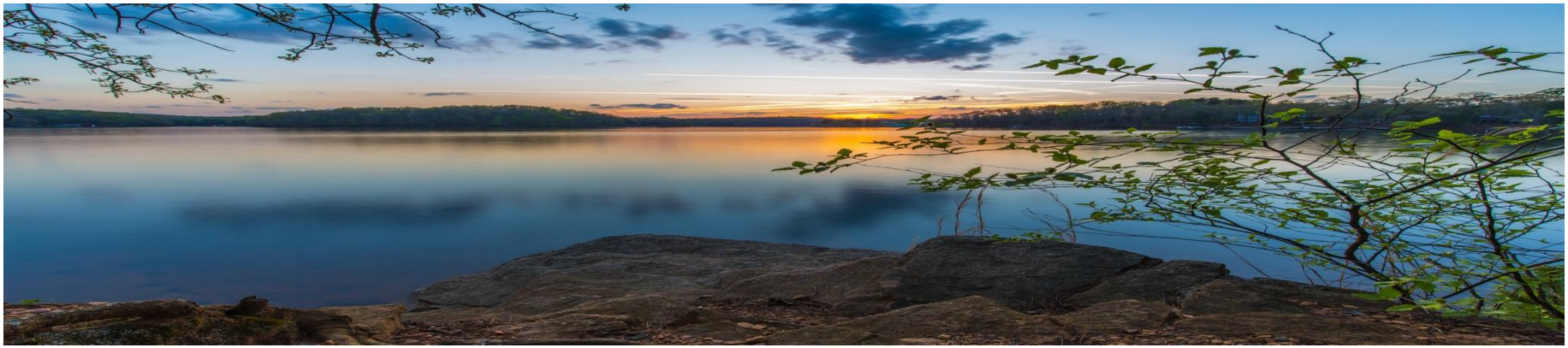
Date: 1/3/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Presentation



War Hill Park

Photo by: Michelle Wittmer Grabowski

CAD UPGRADE FOR DAWSON COUNTY E-911 COMMUNICATIONS CENTER

WORK SESSION – JANUARY 10, 2019

Background and Overview

- The BOC approved $260,000.00 for the E-911 CAD system upgrade in the 2018 budget with hopes of supplementing these funds with a federal grant where use is restricted to such upgrades.

- The E-911 Director and the Purchasing Manager followed the establishment of updated regulations for the Next Generation 911 (NG911) Advancement Act of 2012 which was finalized on 8/3/2018.
  - The final version limited the application submittal to a state E911 authority.
  - The Governor signs a bill widening the mission of the Georgia Emergency Communications Authority on May 7, 2018.
  - All local governments are to become members by way of a resolution. Dawson County complied with this directive.

Research and System Comparison

- The Purchasing Manager reached out to neighboring counties to determine their CAD operating system vendor and to determine which have upgraded towards NexGEN 911 regulations.
- The Sheriff's Office, EMS, IT and Purchasing met to discuss the needs of the county to move towards obtaining the ability to receive text as voice.
- It was determined that reviews of the systems being utilized by neighboring E-911 centers would proof to be most helpful.
- The E-911 Director, the Division Chief of Administration/EMS and the Purchasing Manager conducted on-site review meetings with Gordon County (Spellman) and White County (InterAct - Caliber).

System Comparison Results

- After reviewing documentation received from Hall, Harris, Fayette and Forsyth Counties and comparing notes from the on-site reviews; it was agreed that upgrading the County's current Interact CAD system would be the most fiscally and operationally sound avenue.

- An on-site demonstration was conducted by Caliber on November 15, 2018 for all county employees to view first-hand the benefit of the upgrade.
  - This demonstration also provided opportunity for the county to initiate discussions for any customization needed.

- Staff is requesting the approval of a sole source purchase from InterAct – Caliber to upgrade the currently owned system to meet the needs of the County.

Costs of CAD Upgrade

- The final quote from Caliber was received on December 14, 2018 in the amount of $412,977.00.

- A quote of $43,000.00 from APCO for an upgrade to the current guide cards system. This will provide the E-911 operators with life-saving questions/pre-arrival instructions to the citizens and visitors of Dawson County.
  - This upgrade will move the county away from the "flip card" system to a 21st century cognitive criteria-based guidecard software.
  - This software was developed by APCO and IBM.
  - APCO IntelliComm will use IBM Watson Speech-to-Text and Watson Analytics to enhance the written criteria guidance used by the 911 Center.

- Costs for new Rugged Laptops for EMS/Fire were received directly from Dell at a total of $2,307.08 each.

Costs Breakdown

- The following charts depict a breakdown of costs:
  - If the APCO upgrade is not approved, a reduction of $6,000.00 will be seen from InterAct – Caliber.
  - Purchasing is working with Dell for pricing from the DOAS Statewide contract to reduce hardware costs.

Total InterAct - Caliber - $412,977.00

InterActCAD	Pricing Summary
Software	$90,000.00
Hardware	$81,050.00
Services	$123,260.00
Maintenance/Support	$7,680.00
Discount	-$66,000.00
Subtotal	$235,990.00

InterActOnline	Pricing Summary
Software	$31,635.00
Hardware	$94,720.00
Subtotal	$126,355.00

InterActMobile	Pricing Summary
Software	$26,112.00
Hardware	$24,520.00
Subtotal	$50,632.00

Recurring Annual Maintenance/Support	$77,538.3[illegible]

APCO IntelliComm	Pricing Summary
5 Software Positions	$25,000.00
APCO IntelliComm	$15,000.00
Proxy Server	$3,000.00
Total	$43,000.00

Recurring Annual Maintenance/Support	$5,000.00

Staff Recommendation

Staff respectfully requests the BOC to approve the sole source purchase of InterAct CAD upgrade and APCO guidecard system upgrade and to approve increasing the E-911 Communications Center CAD upgrade project to a total not to exceed $485,000.00.

Note: Final numbers could be ready as early as the next voting session. The above funds will be dispersed between InterAct – Caliber and Dell.

THANK YOU

E 911 COMMUNICTIONS CENTER CAD UPGRADE PROJECT COSTS

INTERACT CALIBER	
Interact Cad	$136,880.00
InterActOnline	$126,355.00
InterActMobile	$54,888.00
TOTAL COSTS	$318,123.00
Annual Recurring	$70,707.15

APCO	
5 Software Positions	$25,000.00
APCO Implementation	$15,000.00
Proxy Server	$3,000.00
TOTAL COSTS	$43,000.00
Annual Recurring	$5,000.00

DELL EMC	
Server	$28,743.83
Licenses	$21,542.11
Workstations	$9,151.21
TOTAL COSTS	$59,437.15
Annual Recurring	Included Above

CDWG	
Digi Portserver TS-4	$700.00

$34,716.85 SAVINGS

This is after ensuring extra storage space, installation help and a longer service/maintenance agreement was added for server and an additional DP port per work station was added by Dell.

OVERALL TOTAL	$378,260.15
PREVIOUS TOTAL	$412,977.00

OVERALL TOTAL	$43,000.00

CAD UPGRADE TOTAL	$421,260.15
PREVIOUS TOTAL	$455,977.00

EMS/FIRE EQUIPMENT COST (NEW - NOT UPGRADE/REPLACEMENT)

INTERACT CALIBER	
Annual Recurring	$504.00 per Laptop

DELL EMC	
Rugged Laptops	$2307.08 per Laptop
Rugged Laptops w/Touchscreen	$2612.48 per Laptop
Various Mounts	

AT & T	
Air Cards	Approx. $55.00 per Laptop/per Month

NetMotion	
Annual Recurring	$XXX per Laptop

22 laptops requested

Vickie Neikirk
Chief Financial Officer

Accounting

Accounts Payable

Accounts Receivable

Budget

Grant Administration

Payroll

Purchasing

Dawson County
Government Center
25 Justice Way, Suite 2214
Dawsonville, GA 30534
Phone 706-344-3501
Fax 706-531-3504

DAWSON COUNTY
FINANCE DEPARTMENT

COOPERATIVE AGREEMENT PURCHASE MEMORANDUM

TO : Billy Thurmond, Chairman, Dawson County Board of Commissioners
THRU: David Headley, County Manager
FROM: Melissa Hawk, Purchasing Manager
RE : Dell EMC
DATE: January 11, 2019

I am requesting that the approval is granted for a cooperative agreement purchase for Dell EMC to provide a server, licenses and workstations for the E 911 Communications Center and rugged laptops for EMS/Fire to facilitate an upgrade of the current 9-1-1 computer aided dispatch system to a NextGeneration 911 system for the Dawson County E 911 Communications Center.

The costs of are as follows:
Server - $28,743.83
Licenses - $21,542.11
Workstations - $9,151.21 (total costs)
Rugged Laptop – $2,307.08 (ea) Rugged Laptop w/ Touchscreen - $2,612.48 (ea)

The total number of needed laptops will be discussed with the Board by Fire Chief, Danny Thompson on January 17, 2019; therefore, the total cost is unknown at this time.

On a side note, the license cost to intergrade with InterAct-Caliber Public Safety upgrade system is $504.00 per laptop, annually.

Please initial either the agreeance or disagreeance statement, then sign and date below for these services.

Thank you,

Melissa Hawk
Dawson County – Purchasing
Purchasing Manager

____ I am in agreeance with the above professional exemption approval.

____ I am in disagreeance with the above professional exemption approval.

Signature: _____ Date: _____

Vickie Neikirk
Chief Financial Officer

Accounting

Accounts Payable

Accounts Receivable

Budget

Grant Administration

Payroll

Purchasing

DAWSON COUNTY
FINANCE DEPARTMENT

SOLE SOURCE EXEMPTION MEMORANDUM

TO : Billy Thurmond, Chairman, Dawson County Board of Commissioners
THRU: David Headley, County Manager
FROM: Melissa Hawk, Purchasing Manager
RE : InterAct-Caliber Public Safety
DATE: January 10, 2018

I am requesting that the approval is granted for a sole source exemption for InterAct-Caliber Public Safety to perform an upgrade of the current 9-1-1 computer aided dispatch system to a NextGeneration 911 system for the Dawson County E 911 Communications Center.

Currently the 911 operator uses an outdated version, InterAct Classic, which was installed between late 2011 and early 2012. This system will the 911 operator with the means to receive text to voice moving towards the direction of becoming prepared for the NexGen 911 federal regulations that are coming in the near future. This will also align the County with the movement of the Georgia Emergency Communications Authority as expanded in 2018.

The cost of the upgrade has been quoted at $412,977.00 with $77,538.35 recurring annual maintenance/support costs. We hope to reduce the cost to InterAct-Caliber Public Safety by utilizing a GA Statewide contract directly to Dell. The costs listed here are the maximum costs to Inter-Act Caliber Public Safety.

Please initial either the agreeance or disagreeance statement, then sign and date below for these services.

Thank you,

Melissa Hawk
Dawson County – Purchasing
Purchasing Manager

____ I am in agreeance with the above professional exemption approval.

____ I am in disagreeance with the above professional exemption approval.

Signature: _____ Date: _____

Dawson County
Government Center
25 Justice Way, Suite 2214
Dawsonville, GA 30534
Phone 706-344-3501
Fax 706-531-3504

Vickie Neikirk
Chief Financial Officer

Accounting

Accounts Payable

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Payroll

Purchasing

DAWSON COUNTY
FINANCE DEPARTMENT

SOLE SOURCE EXEMPTION MEMORANDUM

TO : Billy Thurmond, Chairman, Dawson County Board of Commissioners
THRU: David Headley, County Manager
FROM: Melissa Hawk, Purchasing Manager
RE : APCO International
DATE: January 10, 2018

I am requesting that the approval is granted for a sole source exemption for APCO International to perform an upgrade of the current 9-1-1 emergency call guidance cards to a new criteria-based guidecard system software called APCO IntelliComm for the Dawson County E 911 Communications Center.

Currently the 911 operator uses a flip card system to administer pre-arrival medical assistance to the caller. This system will readily make available precise information for specific emergency call types for the 911 operator. It will provide means for rapid, consistent and customized instructions so callers receive the most appropriate information needed.

The cost of the upgrade will be $43,000.00 with $5,000.00 recurring annual maintenance/support costs.

Please initial either the agreeance or disagreeance statement, then sign and date below for these services.

Thank you,

Melissa Hawk
Dawson County – Purchasing
Purchasing Manager

____ I am in agreeance with the above professional exemption approval.

____ I am in disagreeance with the above professional exemption approval.

Signature: _____ Date: _____

Dawson County
Government Center
25 Justice Way, Suite 2214
Dawsonville, GA 30534
Phone 706-344-3501
Fax 706-531-3504

Backup material for agenda item:

5. Consideration of Purchasing Policy Ordinance and Purchasing Card Program Policies and Procedures Update Recommendation

DAWSON COUNTY BOARD OF COMMISSIONERS
AGENDA FORM

Department: Purchasing

Work Session: 01/10/2019

Prepared By: Melissa Hawk

Voting Session: 01/17/2019

Presenter: Melissa Hawk

Public Hearing: Yes x No _____

Agenda Item Title: Recommended Updates to the Purchasing Policy Ordinance and Purchasing Card Program Policies and Procedures Presentation

Background Information:

The Dawson County Board of Commissioners adopted an amended Purchasing Policy Ordinance on February 2, 2017. Several federal and state laws and regulations have been updated since that time. Other clarifications and updates are being requested as well. The Purchasing Card Program Policies and Procedures were last amended on November 22, 2008.

Current Information:

Draft Purchasing Policy Ordinance and Purchasing Card Program Policies and Procedures have been created for review and approval.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Staff respectfully requests the Board of Commissioners to approve and adopt the amended Purchasing Policy Ordinance and Purchasing Card Policies and Procedures.

Department Head Authorization: Vickie Neikirk

Date: 12/6/2018

Finance Dept. Authorization: _____

Date: _____

County Manager Authorization: David Headley

Date: 12/6/2018

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Presentation

DIVISION 2 – PURCHASING POLICY

Sec. 2-105. – PURPOSE.

This policy is adopted as a guide to obtain high quality goods and services at the best cost, to conduct procurement procedures in a fair and impartial manner, to provide access for all qualified vendors, and to promote efficient procurement practices among all County departments. It has also been adopted as a guide for procurement of goods and services funded with Federal Transportation Administration and/or other federal funds.

Rules governing contract awards shall be made clear in advance. Specifications shall reflect the procurement needs of the County and the vendor shall freely exchange information concerning what is sought to be procured and what is offered for non-sealed quotes. Vendors are to propose questions and suggestions during the allowed timeframe as depicted within each solicitation package for sealed requests and only to the Purchasing Department. In addition, surplus property is to be disposed of on a competitive basis whenever practicable.

This policy establishes a means for purchasing materials, supplies, equipment and services by the County. These procedures shall apply 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 unless specifically exempted by the Dawson County Board of Commissioners.

Sec. 2-106. – POLICY INTENT.

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

1. Encourage maximum competition through fair and equal opportunity to qualified and interested bidders.
2. Provide a uniform policy for the procurement of material, equipment, supplies, and services.
3. Ensure that the taxpayers get the best overall value.
4. Apply to all County departments under the budget authority of the Board of Commissioners.

Sec. 2-107. – AUTHORITY.

The Dawson County Board of Commissioners authorizes the County Manager to exercise procurement responsibility subject to the limitations and terms included in this policy. In all cases, reference to a County employee in this policy shall be deemed to include designees of the employee. The Purchasing Manager, 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 herein.

1. 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 that fail to follow these purchasing policies and procedures that has not been previously exempted by the County Manager or the Board of Commissioners.

a. It shall be considered a "breach of duty" by any employee to procure 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, as applicable.
b. 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.

Sec. 2-108. - 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 creates a 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 exchange for 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, or calendars, social courtesies such as infrequent meals or holiday gifts not to exceed $100.00, 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. When Federal Transportation Administration (FTA) or other Federal/State grant funds are involved, no items are to be received from any contractor, subcontractor or supplier who has a contract with a governmental agency, has performed under such a contract within the past year or anticipates bidding on such a contract in the future. Such individuals or firms shall be prohibited from making gifts or providing favors to any individual listed under the definition of financial interest, immediate family or conflict of interest who is charged with the duty of preparing plans, specifications or estimates for public contract, awarding or administering public contracts or inspecting or supervision of construction.

It shall be a breach of ethical standards for any County employee to participate directly or indirectly in procurement when the employee knows:

- The employee (or prospective employee that an offer of employment is anticipated or has been made) or any member of the employee's immediate family, board members, officer, agent, his or her partner, has a financial interest pertaining to the procurement;
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
- Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

The employee may, at the same time, request from the Purchasing Manager an advisory opinion as to what further participation, if any, the employee may have in the procurement. It shall be at the sole discretion of the Purchasing Manager to determine if the employee may have any further participation in the procurement and, if so, the extent to which the employee may participate. Any employee who fails to comply with the provisions of this paragraph may be subject to disciplinary action.

A County employee, who has reason to believe that he/she or his/her immediate family have an interest that may be affected by his/her official acts or actions as a County employee or by the official acts or actions of County shall disclose the precise nature and value of such interest in a written disclosure statement to the Purchasing Manager. The employee's disclosure statement will be reviewed by the Purchasing Manager and the Purchasing Manager will respond to the employee in writing with an opinion as to the propriety of said interest.

In the event that the Purchasing Manager has reason to believe that he/she or his/her immediate family has an interest that may be affected by his/her official acts or actions as a County employee or by the official acts or actions of County, he/she shall disclose the precise nature and value of such interest in a written disclosure statement to the Purchasing Manager.

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. No County employee or County official shall be paid by the County for products or services outside the realm of their job duties. The Purchasing Manager at the direction of the CFO shall provide 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 site visits may be vital to a successful contract. All information must be included in bid pricing and approved by the Board of Commissioners at time of award.

Sec. 2-109. – 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 and/or 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.

Conflict of Interest is a situation in which an existing employee or an employee who has been, or will be, offered employment by the County, board member, officer, or agent has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties. A conflict of interest represents a divergence between an employee's private interests and his or her professional obligations to the County such that an independent observer might reasonably question whether the employee's professional actions or decisions are determined by considerations of personal gain, financial or otherwise.

Consent Agenda is defined as a single agenda item that encompasses all the things the Board would normally approve without 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.

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.

Financial Interest is an officer, agent, board member, his or her partner, employee or their immediate family, is considered as having a financial interest in a company if: they receive more than $10,000 in consulting income, salaries, or equity in the company; they have more than five (5) percent equity in the company; they have intellectual property rights in or receive royalties from the company; or they serve as a director, officer, partner, trustee, manager or employee of the company.

Immediate Family includes an employee's spouse, grandparent, parent, brother, sister, child or grandchild, his or her partner.

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 of Award is a form issued by Purchasing to the respective Contractor depicting details of the BOC decision to award said contract. This letter gives specific direction to the respective Contractor on completing and returning the solicitation contract as well as County project contract name, County project manager name, phone number and email.

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. This form is to contain the project start date and is to be forwarded to the Contractor and relative Department Director/Project Manager along with a copy of the executed contract and project purchase order.

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 submitted a timely offer which materially conforms to the requirements and specifications of the solicitation.

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.

Used equipment is subject to budget appropriations and Board approval if over $25,000.00. Used equipment and mobile 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.

Sec.2-110. Approval Limits.

CHART 1 – SIGNING AUTHORITY

Amount	Action	Approving Authority
$0.00 - $2,999.99	No action required. Quotes are strongly encouraged.	Department Heads/ Elected Officials
$3,000.00 - $24, 999.99	Three written quotes submitted on the Quote Analysis Form.	Department Heads/ Elected Officials and Purchasing Manager
$25,000.00 - $XXXXX if budgeted	Formal Solicitation Process excluding Highways, Bridges, Ferries and Public Works projects (IFB, RFP or RFQ).	County Manager
$25,000 +	Formal Solicitation Process for Highways, Bridges, Ferries and Public Works Projects (IFB, RFP or RFQ).	Board of Commissioners
$XXXXX + over budget or if not previously budgeted	Formal Solicitation Process (IFB, RFP or RFQ).	Board of Commissioners

A PO (contract) and e-Verify Form is mandatory for all services/labor of $2,500.00 or more per O.C.G.A. § 13-10-91.

Proof of insurance for all vendors is required for all services performed on site to the County. All companies must have the proper insurance as required by law.

Each department is responsible for obtaining the e-verify form and proper insurance certificates for services being performed on site. The e-verify form and proof of insurance form is to be forwarded to the Purchasing Department with each quote analysis form, when appropriate.

1. Less than $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.

2. Between $3,000.00 $24,999.99.
    a. 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 Manager.

    b. 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.

    c. 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.

3. 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. Public Works and Bridge and Roadway projects must be advertised according to O.C.G.A. See Section 2.112 for direction. 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.

Sec. 2-111. – Solicitations.

The decision to release quotes, either formal or informal, or sealed solicitations is based on several factors that include but are not limited to: anticipated cost, department expectations, liability to the County and other factors to provide the best overall value for the County. These processes are used to obtain competitive pricing. A cost analysis of the purchase must be completed and kept in the project file when procuring with federal and state funds.

CHART 2 – PURCHASING METHOD

Commodity	Anticipated Cost	Bid Type
Goods or Well Defined Services;	$3,000.00 - $24,999.99	Written Quote
When price is priority	$25,000.00+	IFB
Standard Services;	$3,000.00 - $24,999.99	Written Quote
When technical requirements are the priority	$25,000+	RFP
Professional Services;	$3,000.00 - $24,999.99	Written Quote
When technical requirements and/or Qualifications are the priority	$25,00.000+	RFP or RFQ

1. 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. After written specifications are complete, the Purchasing Department will insert into the solicitation document. It is the responsibility of the Purchasing Department to determine the method of purchase, to ensure that specifications are not so restrictive that only one bid can be obtained and that adequate competition is available. The delivery location must be specified in the original request.

2. Brand Name Specifications. When references are made in solicitation documents to trade names or the brand names of manufacturers, 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, then the bidder must establish 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. If a department has been approved to standardize equipment, a brand name may be requested with no exceptions unless the source of funds is provided by Federal and/or State grants.

3. 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.

4. Sole Source. Sole source procurements should be infrequently used in purchasing. There are times when 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
5. County Manager may approve sole source procurement when a clear and compelling reason justifies the sole source.

6. Professional Services are infrequent and sometimes unique and may not be able to be formally solicited. 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 Manager and County Manager.

   The Department Director is responsible for acquiring a detailed scope of services and price which shall not be amended without prior written approval from the dollar amount threshold approving authority. Proof of insurance and a completed e-verify form must be submitted with the detailed scope of services.

   The Purchasing Manager is to submit a professional services exemption letter to the County Manager if costs are budgeted and $XXXXX or less and to the Board of Commissioners if costs

are not budgeted and/or $XXXXX or more for approval. A Purchase Order shall be issued after approval has been granted.

7. Less than $25,000.00.

   a. Quotations.

      i. 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 a formal Request for Quote using the County's website or other media outlets but is not required to do so.

      ii. 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 91st day, departments will need at least three (3) new quotations and request a new purchase order per policy.

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

7. Request for Quotation by departments (Internal Quote) $1.00 to $2,999.99. An informal process for the quick purchase of low dollar items from $1.00 to $2,999.99 require written, verbal, phone, website or e-mail confirmation. $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. If purchasing commodities/services with Federal Transit Administration (FTA) funds, the department must obtain written permission from the Georgia Department of Transportation (GDOT) representative of FTA funds prior to procurement. Micro-purchases should be distributed equitably among qualified suppliers. See 12 below.

   Micro purchases do not fall under the FTA's Buy America requirements. Davis-Bacon prevailing wage requirements, however, will apply to construction contracts exceeding $2,000, even though the recipient uses micro-purchase procurement procedures.

8. Request for Quotation by departments (Internal Quote) $3,000.00 to $9,999.99. For this price point, a more formal process than internal quotes but less formal than other options shall be followed. This process is used for purchases of items from $3,000.00 to $9,999.99 and requires 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 Manager approval.

9. 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 $3,000.00 and $24,999.99 policy requires the Department Head, Purchasing Manager approval.

10. Request for Quotations (RFQ) - Formal Request. Formal Request for Quotations may be sent out via the Purchasing Department when necessary to add stipulations and/or contracts for goods or services under the bid threshold. Formal RFQs require the requesting department, 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.

11. Cooperative Agreements. The use of State or other verified contracts may be used when approved by the County Manager or Board of Commissioners based on amount to be spent. A cooperative agreement must be in place in order to participate or "piggy-back" off of another contract solicited by another agency.

    a. 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. For federal contracts visit www.gsa.gov for a listing in the event of a federally declared disaster, technology as well as public safety equipment.

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

    c. 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 the threshold meets the need for Board approval, a procurement approval request letter shall be addressed to the Board Chairman. The letter shall contain justification for use of the cooperative agreement, the item/services to procure and the dollar amount of purchase.

    d. If purchased off a cooperative agreement, and budget is already approved for the specific expenditure, the Board of Commissioners' approval is not required if under the bid threshold. A procurement approval request letter shall be addressed to the County Manager. The letter shall contain justification for use of the cooperative agreement, the item/services to procure and the dollar amount of purchase.

12. Procurement with Federal or Grant Funds. When purchasing with federal or grant funds; other regulations may supersede local purchasing policies as follows. When purchasing with (FTA) funds it is specifically necessary to ensure full and open competition and equitable treatment of all potential sources of all purchases consistent with FTA Circular 4220.1F "Third Party Contracting Guidance" or latest version thereof; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (referred to now as the "Super Circular" and which replaced and consolidated OMB Circulars A-87, A-102, A-110, A-122, and A-133) ; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 1201, which replaces 49 CFR parts 18 and 19; GDOT Section 5311 State Management Plan; and GDOT Section 5311 Program Manual. The following should be followed for all Federal awards as sub-recipients.

    a. The current procurement standards detailed in 200.318 General Procurement Standards.

i. When conforms to applicable federal law and standards, the Dawson County Purchasing Policy Ordinance is to be followed.

ii. If a conflict exists between a member of the evaluation team and any proposer, written notification is to be forwarded to the Purchasing Department to preclude that member from the process. The requesting Department Director will appoint a new evaluation team member. As with non-federal or grant funds, each evaluation team member must attest on the provided form that no personal interest or conflict exists.

iii. If a conflict exists between any Dawson County Board of Commissioners and the recommended offeror, that member must notify the Purchasing Department of the conflict and recuse themselves from the vote recommending award of the contract or purchase order.

iv. Records must contain the detail of the history of the procurement for each project to include, rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price (cost analysis). Equipment and real property purchased in the amount of $5,000.00 per item/property must be used in the program for which it is purchased, adequately maintained, safeguarded under an appropriate control system and physically inventoried at least once every 2 years.

v. Paid Contractors who drafted or developed the specifications, requirements, statements of work or invitations for bids or requests for proposals must be excluded.

b. The current procurement standards detailed in 200.320 Methods of Procurement.

i. Procurement by Micro-Purchases.

1. Competitive quotations are not required on amounts of $3,500.00 or below but, county employees must follow the Dawson County Purchasing Policy Ordinance for these purchases. If purchasing commodities/services with FTA funds, the department must obtain written permission from the Georgia Department of Transportation (GDOT) representative of FTA funds prior to procurement. Micro-purchases should be distributed equitably among qualified suppliers.

Micro purchases do not fall under the FTA's Buy America requirements. Davis-Bacon prevailing wage requirements, however, will apply to construction contracts exceeding $2,000, even though the recipient uses micro-purchase procurement procedures.

Every micro-purchase must be accompanied by a written determination that the price is fair and reasonable and a description of how that determination was made when utilizing FTA funds.

ii. Procurement by Small Purchases Procedures.

1. Two or more quotations must be sent to qualified sources between $3,500.00 and $150,000.00 but, county employees must follow the

Dawson County Purchasing Policy Ordinance for these purchases. If purchasing commodities/services with FTA funds, the department must obtain written permission from the Georgia Department of Transportation (GDOT) representative of FTA funds and the Board of Commissioners prior to procurement.

iii. Procurement by Sealed Bids.

1. Preferred method for construction and commodities. The responsive and responsible lowest bid is to be awarded contract.

iv. Procurement by Competitive Proposals.

1. Preferred method for services. Weight is to be set and published within the document for technical evaluations and for price.

vi. Procurement by Non-Competitive Bids/Proposals.

1. This method is to be used when the commodity and/or service can be provided from one company/individual. A letter from the company/individual must be received and placed in the file. Verification of the sole source must be recorded in the file.

c. The current procurement standards as detailed in 200.317-200.326 Suspension & Debarment and 2 CRF Parts 180 and 1200 Non-procurement Suspension and Debarment or under the FAR at 48 CRF Chapter 1, Part 9.4.

i. Suspension and Debarment.

1. Dawson County shall not enter into any transactions with parties who are suspended or debarred from doing business with the State of Georgia or federal agencies.

2. Verification of the status of a contractor completed by the Purchasing Manager or the Grant Administrator must be maintained in the file.

i. State of Georgia suspended or debarred vendors can be verified at http://doas.ga.gov/state-purchasing/law-administrative-rules-and-policies/state-suspended-and-debarred-suppliers

ii. Federal suspended or debarred vendors can be verified at www.sam.gov

d. The current procurement standards as detailed in 49 U.S.C. Section 5325(j)(2)(A) Integrity and Ethics.

i. The potential contractor must have a satisfactory record of integrity and business ethics and found to be compliant in the regulation listed above.

e. The following must be followed with sealed solicitations specifically when utilizing FTA funds:

i. Affirmative Action and DBE – Is in compliance with the Super Circular' affirmative action and FTA's Disadvantaged Business Enterprise requirements.

ii. Public Policy – Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. § Section 5325(j)(2)(B).

iii. Administrative and Technical Capacity – Has the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D).

iv. Licensing and Taxes – Is in compliance with applicable licensing and tax laws and regulations.

v. Financial Resources – Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U.S.C. Section 5325(j)(2)(D).

vi. Production Capability – Has, or can obtain, the necessary production, construction, and technical equipment and facilities.

vii. Timeliness – Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

viii. Performance Record – Is able to provide a:

(1) Current Performance – Satisfactory current performance record; and
(2) Past Performance – Satisfactory past performance record in view of its records of long-time performance or performance with a predecessor entity, including:

i. Sufficient Resources. Key personnel with adequate experience, a parent firm with adequate resources and experience, and key subcontractors with adequate experience and past performance,
ii. Adequate Past Experience. Past experience in carrying out similar work with particular attention to management approach, staffing, timeliness, technical success, budgetary controls, and other specialized considerations as described in the recipient's solicitation, and
iii. Any Past Deficiencies Not the Fault of the Bidder or Offeror. A prospective bidder or offeror that is or recently has been seriously deficient in contract performance is presumed to be non-responsible, unless the recipient determines that the circumstances were properly beyond the bidder or offeror's control, or unless the bidder or offeror has taken appropriate corrective action. Past failure to apply

sufficient tenacity, perseverance, and effort to perform acceptably is strong evidence of non-responsibility. Failure to meet the quality requirements of a contract is a significant factor to consider in determining satisfactory performance. GDOT expects Dawson County to consider the number of the bidder or offeror's contracts involved and the extent of deficient performance in each contract when making this determination.

f. Independent Cost Estimate

A written independent cost estimate, for every procurement with FTA funds, prior to receiving price quotes, bids or proposals needs to be created.

g. Cost or Price Analysis

The Department Head receiving the grant shall work with the Purchasing Manager to perform a cost or price analysis in connection with every procurement action above the Federal small acquisition threshold, including contract modifications.

Price Analysis
If the County determines that competition was adequate, a written price analysis, rather than a cost analysis, is required to determine the reasonableness of the proposed contract price.

Cost Analysis
The County must perform or obtain a cost analysis when:

1. A price analysis will not provide sufficient information to determine the reasonableness of the contract cost.
2. When the offeror submits elements of the estimated cost.
3. When only a sole source is available, even if the procurement is a contract modification.
4. In the event of a change order

13. $25,000.00 and above, Sealed Solicitations.

a. 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).

b. Departments should assist Purchasing with the background information and defining the scope of work or deliverables for the solicitation. It is the responsibility of the Department Director(s) to provide the budgeting code and ensure funds are loaded for the project. If the project is not pre-funded, Purchasing shall receive the account

information the Department Director intends to utilize prior to release of the sealed bid.

The goal of procurement practices is to provide an atmosphere in which all procurement transactions will be conducted in a manner providing full and open competition. The County will avoid the following situations considered to be restrictive of competition:

- Unreasonable requirements placed on firms in order for them to qualify to do business;
- Unnecessary experience and excessive bonding requirements;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive awards to any person or firm on retainer contracts;
- Organizational conflicts of interest, which means that because of other activities, relationships, or contracts, a contractor is unable, or potentially unable, to render impartial assistance or advice to the grantee; a contractor's objectivity in performing the contract work is or might be otherwise impaired; or a contractor has an unfair competitive advantage;
- The specification of only a "brand name" product without listing its salient characteristics and not allowing "an equal" product to be offered; and
- Any arbitrary action in the procurement process.

c. 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.

   i. 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.

   ii. 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 for an 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 and an evaluation committee must score each submittal. This policy typically takes six to eight weeks.

   iii. 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 goods 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.

d. Solicitation Provision for Federal and State Funded Projects, Specifically FTA Funded Projects

*"*Dawson County *has moved to adopt the policies contained in the Georgia Procurement Manual Code of Ethics,* (I.4.4. *These policies shall apply to* Dawson County *employees involved in procurement. It is a breach of ethical standards for any* Dawson County *employee to participate directly or indirectly in a procurement when the employee knows:*

- *The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;*
- *A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or*
- *Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.*

In addition, any persons acting as members of an evaluation committee for any procurement shall, for the purposes of the procurement, be bound by conditions of this Section. Throughout the bid/proposal evaluation process and subsequent contract negotiations, offerors shall not discuss or seek specific information about this procurement, including but not limited to, the contents of submissions, the evaluation process or the contract negotiations, with members of any evaluation committee, Dawson

County employees or other governing board members other than the designated procurement officer."

e. Confidential Information

A County employee may not directly or indirectly make use of, or permit others to make use of, for the purpose of furthering a private interest, confidential information acquired by virtue of their position or employment with County.

f. Buy America Requirements for FTA construction contracts and acquisition for goods or rolling stock solicitations valued at $150,000.00 or greater must notify bidders of the Buy America regulation as stated in 49 U.S.C. 5323(j) and 49 CFR 661.13 which stipulate that Federal funds may not be obligated unless steel, iron and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by TFA or the product is subject to general waiver as listed in 49 CFR 661.7. Rolling stock must be assembled in the United States and have a 60percent domestic content.

A bidder or offeror must submit to the FTA recipient the appropriate Buy America certification with all bids or offers on FTA-funded contracts, except those subject to general waiver. Bid or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive. This requirement does not apply to lower tier subcontractors.

Sec. 2-112. – Formal Solicitation Process.

1. How Bids/Proposals are Publically Solicited.

a. Legal Organ. All formal, sealed solicitations which fall under Title 32, Roads and Highways, are to be published in the legal organ selected by Constitutional Officers designated by state law. Advertisements must run in the legal section under Bids & RFPs. Formal solicitations shall run in the legal organ for no less than once a week for two weeks prior to the bid opening. Public Works projects are to be posted for four weeks, once every two weeks, ensuring posting two weeks prior to bid opening. A copy of the Publisher's Affidavit should, be filed with the solicitation file.

b. County Website. All formal solicitations are published on the County's website under the Bids & RFPs webpage. This is the primary source of information for all solicitations including but not limited to the ~~solicitation request,~~ addenda, forms and award notification.

c. State, Local and Private Outlets. When appropriate, the Purchasing Department will advertise on various, local and private websites when it is in the best interest of the County. Examples of these outlets include but not limited to: Georgia Procurement Registry, Georgia Local Government Access Market and the Dawson County Chamber of Commerce. All bids and proposals released must be posted on the Georgia Procurement Registry per O.C.G.A. as of July 1, 2018.

d. Social Media. All formal solicitations should be published on the official Dawson County social media outlets but is not legally required by federal or state entities.

e. Government Building. All public works solicitation notices shall be posted conspicuously in the government building as per O.C.G.A. § 36-91-20(b)(1). For conformity, all other solicitations shall be posted in the same manner.

2. 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 Manager and the County Manager if not required by federal or state law.

   a. If required under the Scope of Work of the solicitation document, any combination of the following bonds may be requested by Dawson County.

      i. A five percent (5%) bid bond
      ii. A one hundred percent (100%) payment bond*
      iii. 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.

   b. The bid and payment bonds can take the following forms: cash, cashier's check or certified check. An irrevocable letter of credit by a bank or a savings and loan association, as defined in O.C.G.A. §7-1-14 may be accepted by the county for the bid and performance bonds when the amount of any bond does not exceed $750,000.00, at the sole discretion of Dawson county. A letter may never be submitted as an acceptable substitute for the payment bond.

   c. Bonds are suggested when using SPLOST funds, project estimates are over $100,000, or when special circumstances dictate additional protection is prudent. Bonds are required when Public Works Construction and Road projects laws are in effect.

   d. 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.

   e. 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.

   f. Bonds will be released at the discretion of the Project Manager who ensures the vendor has fulfilled the scope of work, the Purchasing Manager 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.

3. Retainage. When a project is of import but not to the level of requiring bonds, the Purchasing Manager 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.

a. Retainage will be released at the discretion of the Project Manager who ensures the vendor has fulfilled the scope of work, the Purchasing Manager 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.

4. 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.

   a. 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 all legal notice(s). 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.

   b. 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.

5. 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. All addenda shall be issued prior to 72 hours of the bid opening date for Public Works, Roads and Bridges projects and when expending Federal and State funds. If such an addendum is deemed necessary after this period, the bid opening date must be extended 72 hours form the original set date, excluding Saturdays, Sundays and legal holidays. 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.

6. Bid Opening. All bids shall be opened at a time and place designated in the solicitation request. The Purchasing Manager and/or CFO 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, requiring a re-bid. Witnesses should not be from the department requesting the bids.

   a. 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.

b. Bids/proposals are not subject to the Georgia Open Records Act until such time that as the final award of the contract is made, the project is terminated or abandoned, or the board takes a vote regarding the solicitation, whichever comes first as per O.C.G.A. § 50-18-72(a)(10). 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.

7. 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. The outside must contain the company name, the Bid number and the following sentence: "Replace previously sent response". The first submission cannot be considered valid.

   Start new paragraph: 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. The error is subject to the limitations described below and may be corrected upon written request and verification submitted by the vendor. A nonmaterial omission in a bid may be corrected if the Purchasing Manager determines the correction to be in the County's best interests. Omissions affecting or relating to any of the following shall be deemed material and shall not be corrected after bid opening: 1. Unit price information and 2. Total price information when unit prices are not required.

8. Withdrawal of Bids. A bid submission may be withdrawn without forfeiture of the bid security as per O.C.G.A. § 13-10-22, if applicable, if such error in the calculation can be documented by clear and convincing written evidence; such error can be shown from inspection of original work papers, etc. of the bidder; the bid was submitted in good faith and mistake was due to a calculation or clerical error, an inadvertent omission or a typographical error as opposed to an error in judgement. This request must be made within 48 hours, not including Saturday, Sunday and legal holidays, of bid opening and prior to award.

   If a bid withdrawal occurs, the remaining bids are to be treated as if the withdrawn bid was not submitted. No bidder permitted to withdraw a bid shall perform any subcontract or other work for the person or firm to whom the contract is awarded or otherwise benefit directly or indirectly for affiliated project.

9. Evaluating Submittals.

   a. 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:

      i. Read the solicitation document in its entirety.

      ii. Read each submittal in its entirety.

iii. 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.

iv. Check references thoroughly. Evaluators are encouraged to work together or share information received during this step only, i.e. email references or other correspondence from references. Never discuss scores with other evaluators until advised by Purchasing to do so. Points should never be given if references are not vetted. All other sections of the evaluation are to be completed by each evaluator individually.

v. Evaluators should score using their own knowledge.

vi. Contact Purchasing with any questions that need clarification or additional information. Direct contact with vendors, each other or any other individual while in the solicitation process is strictly forbidden.

vii. Complete the evaluation score sheet and return to Purchasing along with original submittal packets.

viii. Attend meetings when scheduled of the evaluation committee to include, meetings, interviews, demonstrations, etc.

b. 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.

c. Proposer Interview/Presentation Meeting.

i. After the Evaluation Committee has completed its process and the Purchasing Manager has received all evaluation forms, the consensus of the Committee may be to hold proposer interviews/presentations. The proposers must be invited in order of ranking. Example: The first and third ranked submissions cannot be invited to this meeting but, exclude the second ranked submission.

ii. 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. The Evaluation Committee is to prepare new evaluation forms and submit to the Purchasing Department. This score will supersede the previous score for those proposers that participated in this phase of the evaluation.

10. 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:

a. Vendor's Checklist

b. Vendor's Information Form
c. Vendor's Price Proposal Form
d. Vendor's Qualifications – usually on a separate sheet(s)
e. Vendor's Reference Form
f. Execution of Proposal Form
g. Addenda Acknowledgement Form and any addenda issued
h. Proposer's Certification and Non-Collusion Affidavit
i. Drug-Free Workplace Affidavit
j. Georgia's Security and Immigration Compliance Act Affidavit (E-Verify)
k. Contactor's Affidavit
l. Subcontractor's Affidavit (if applicable)
m. Local Small Business Initiative Affidavit (if applicable)
n. Proof of Insurance/Certification of Insurance as stipulated in the bid document
o. Completed W9
p. Copy of valid business license where corporate office is registered
q. Copy of professional licenses or certifications (if applicable)
r. Bid Bond (if applicable)

11. Technical Waivers. Dawson County Government reserves the right to reject any and all submittals and reserves the right to waive any non-material 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.

    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.

12. Disqualification of Bids.
    a. Bids **may** be disqualified or deemed non-responsive by Purchasing as a result of, but not necessarily limited to, the following reasons:
        i. Failure to return all required documents with signature where applicable.
        ii. Failure to follow the bid schedule to include excluding mandatory pre-bid attendance submittal deadline.
        iii. Failure to return applicable compliance/specification sheets.
        iv. Failure to acknowledge receipt of applicable addenda.
        v. Failure of bidder to sign all required documents excluding the Vendor's Price Proposal Form.
        vi. Failure of the bidder to extend pricing beyond the required 90 days.
        vii. Failure to meet specified delivery requirements.
        viii. Prices of services or items exceed the departments budgeted amount allowed for these items.

    b. Bids **shall** be disqualified or deemed non-responsive by Purchasing as a result of, but not necessarily limited to, the following reasons:
        i. Failure to follow solicitation schedule for mandatory pre-bid attendance and response submittal.
        ii. Failure to provide bid bond, where required.
        iii. Failure to hold firm pricing.

iv. Failure to sign and submit the Vendor's Price Proposal Form. The Bidder/Proposer may submit other pages to complete their price proposal along with this form.

13. 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.

14. 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.

    a. Generally there should be only three rounds of negotiations with the selected vendor.

    b. If a price is not agreed upon, the best and final offer phase should be opened to all proposers deemed responsive and responsible.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. Award

    a. Timeline. The appropriate body or Office must make the decision regarding 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 Manager 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 decide regarding sealed solicitations if purchase is not budgeted, if costs are $XXXXX, if a highway, bridge, ferry or public works solicitation no matter the anticipated costs or if the lowest bidder or highest scored proposer is not recommended. Solicitations should never be allowed to expire without a formal decision. It is the responsibility of the Purchasing Manager to notify the Chief Financial Officer and County Manager of any issues or delays in the process ahead of time.

    b. 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 legal justification can be articulated to the Purchasing Manager and the County Manager.

    c. 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 Public Works/Construction rules, and must comply with numerous special requirements as specified in Federal and State laws not listed in this policy.

    d. 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.

    e. 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.

f. 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 deals one card to each vendor. The highest card wins the award.

g. As per O.C.G.A. § 36-10-1, all public works contracts entered into by the county governing authority with other persons on behalf of the county shall be in writing and entered on its minutes. The Board of Commissioners is the county governing authority.

As per O.C.G.A. § 32-4-61, all highway, bridges and ferries contract for work on all or part of the county road system shall be in writing and shall be approved by resolution shall be entered on the minutes of such county.

21. Presentation of Recommendation. Once a consensus has been met and a recommendation has been made, the Purchasing Manager 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 Department Head, 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. The Purchasing Manager shall present in the absence of the subject matter expert. The CFO shall present in the absence of both the subject matter expert and the Purchasing Manager.

22. Purchase Orders.

a. 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 between $3,000.00 and $24,999.99. No Purchase Order will be issued over $XXXXX or purchase/project not previously budgeted without first being approved by the Board of Commissioners, unless the procurement is for items listed under Exceptions. 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.

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

c. 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.

d. Every Purchase Order (PO) contains terms and conditions which can be found on the County's website under Contracts. A PO is to be considered as an official contract.

23. Special Issues.

    a. Non-Performance.

        i. 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 within the 90 days of the bid opening. 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 expending Federal and/or State funds, the Purchasing Department is to work with the affected department to seek direction from the grantor of these types of funds.

        ii. 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.

    b. Cancellation and Rejection of Bids.

        i. 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.

Sec. 2-113. – 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 is submitted to the Board of Commissioners, then a hearing shall be scheduled. This hearing may be a part of a regularly scheduled meeting. The hearing shall be open to the public. The Board may make their decision at that time or table the decision until a definite time.

No work or services shall begin under the awarded contract under protest until such time that the protest has been answered.

Sec. 2-114. – Exceptions.

1. Emergency Procurements.

a. 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.

b. 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 Manager.

c. 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.

d. 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.

2. Used Equipment.

The requesting Department Director shall submit a formal written opinion of the Fleet Director, if said equipment would be repaired by the Fleet Maintenance Shop, concerning the condition of the equipment and whether it is advisable to purchase pre-owned equipment rather than solicit for new. If other equipment is requested, a letter containing the same information as above will be completed by the Department Director requesting the purchase. A letter from the current owner must accompany the request to the Purchasing Manager, certifying the make, model, serial number, condition of equipment and details of the equipment, to include hours of operation, miles, etc. If procuring mobile property, a formal written opinion of the department head must accompany request to the Purchasing Manager as well as a letter from the current owner certifying the make, model, serial number, condition of mobile property, etc. The Purchasing Manager will formulate a Request to Procure Used Equipment or Mobile Property to the County Manager. The County Manager will either approve or disapprove request. If under $25,000.00, a Purchase Order will be issued for said item. If over $25,000.00, an approval is required from the BOC.

3. Exceptions to this Policy.

a. Reoccurring purchases such as utilities, debt service, previously contracted services, postage, insurance payments, credit card payments, some information technology resources and training expenses are exempted from these policies listed herein.

b. Information Technology Resources may be exempted by the Board of Commissioners. Information Technology Resources, for purpose of this section, means licensed, copyrighted or patented computer hardware, software or services; new computer equipment, products, peripherals, services and software where compatibility with existing equipment or products is desirable or necessary; proprietary or custom built software or information systems; technology services, consulting and maintenance contracts; web-based software and software as service (SaaS), platform as a service (PaaS) and infrastructure as a service (IaaS) applications or solutions.

An exemption letter shall be submitted to the County Manager if under $XXXXX and previously budgeted or to the Board of Commissioners if over $XXXXX and/or not previously budgeted with details on the purpose of the exemption and the dollar amount to be spent.

c. Other exceptions to the policy will be determined on a case-by-case basis by the County Manager which may follow the goods and services National Institute of Governmental Purchasing categories exempted by the Georgia Department of Administrative Services.

No exceptions will be approved to circumvent the quote or bid dollar limit threshold other than those listed under emergency purchases.

Sec. 2-115. - Contracts.

1. Contract Terms.

a. 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.

b. All contracts must terminate at the close of each calendar year, December 31, but may have the option of automatic renewals. Term lengths, to include renewals, shall be no more than five (5) years. This determination will be made by the Purchasing Manager. When a contract exhausts all renewals, the contract shall follow normal solicitation procedures. Any variation or exception must be approved by the Board of Commissioners. From time to time but in rare and unique occasions, a contract may be extended on a one (1) year term. A new solicitation and contract shall be processed within the one (1) year extended term.

2. Execution of Contracts.

a. 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 written permission of the signing authority by way of a contract amendment issued by the Purchasing Department.

b. 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.

3. Contractual Claims and Invoice Disputes.

a. 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.

b. 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.

c. 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.

4. Notice of Award.

When the board has voted to award a solicitation contract, the Purchasing Manager will issue a Notice of Award letter and a contract to the awarded vendor for execution.

5. Notice to Proceed.

When the contract(s) have been executed and required paperwork and bonds, if applicable, have been received by Purchasing; a Notice to Proceed letter will be issued to the contractor. The letter must contain the county staff contact information responsible for meeting with the contractor and the notice to proceed date of the contract work that will kick off the contract term. A copy of the NTP letter, executed contract, along with a purchase order showing budget has been encumbered will be forwarded to all parties involved in the contract. No work may begin prior to this documentation being obtained.

6. 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 initiated in a contract amendment by the Purchasing Department and approved by the Project Manager and the County Manager, if change order is under $ $XXXXX and previously budgeted. If a change order total is or if the change order will increase the contract total to be over $ $XXXXX and/or is not previously budgeted, the approval must be made by the Board of Commissioners at a consent meeting. 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.

7. 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.

8. Payment.

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

Section 2-116. – Contract Vendor Files.

Contract vendor files are to be maintained by Purchasing. A copy of the contract, purchase order, annual reviews (if warranted), 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 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 1 or fewer employees, they are exempt but must complete the form with this information reported;

For bids, all vendors must be E-Verify compliant; or

For Contractors (individuals and not LLC or Corporation businesses) performing services under Title 26, Title 43 or the State Bar of Georgia are exempt. These Contractors must submit an exempt form and other forms of identification as required.

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.

Section 2-117. - Vendor Annual Review.

Annual reviews of each local contract should be performed by the Department Directors and Purchasing. 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. These reviews may be in the form of emails between the Department Directors and Purchasing.

If a Department Director or their employees experience problems with the Contractor during the course of a term, notification to the Purchasing Department shall be sent immediately. Purchasing shall work with the Contractor to cure all issues. If issues do not warrant cancellation of the contract, Purchasing shall maintain the complaints in the contract file. These complaints should be considered during the renewal option process.

Section 2-118. - 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 policy, Records Retention Resolution and the Retention Schedules for Local Government Records as published by the Georgia Secretary of State, Department of Archives and History.

Section 2-119. - Prohibited Actions.

1. Circumventing Bid Ordinance or Purchasing Policy.

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

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

2. Stringing.

    a. 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.

    b. 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.

c. 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.

Section 2-120. – 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.

Section 2-121. - Local Small business initiative.

1. Purpose & Scope.

    a. 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.

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

    c. 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.

2. Definition of Local Small Business.

    a. 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.

    b. Must hold a valid business license required by the County and have no outstanding or unresolved fees, fines or penalties due to Dawson County.

    c. 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.

    d. Have a banking relationship with a bank located in Dawson County.

e. Average annual gross receipts of five million dollars ($5,000,000.00) or less over the previous three years.

f. Must certify under oath to the above criteria upon submission for any bid, solicitation, or proposal to Dawson County.

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

a. Goods or services provided under a cooperative purchasing agreement or inter-local agreement;

b. 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;

c. Purchases made or contracts let under emergency or non-competitive situations or for legal services;

d. Projects over $100,000.00

4. 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.

5. 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%.

6. 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.

Section 2-122. – Purchasing Cards and Credit Cards for Dawson County Elected Officials.

1. Purpose.

   This section is intended to comply with the policy requirements of O.C.G.A. § 36-80-24 regarding the use of County issued government purchasing cards and credit cards.

2. Definitions. As used in this Section 2-123, the term:

   a. "Authorized Elected Official" means the following designated elected officials of Dawson County authorized by the Dawson County Board of Commissioners to use and be issued a County Purchasing Card or County Credit Card: 1) Clerk of State Court; 2) Clerk of Superior Court; 3) Coroner; 4) County Commissioner; 5) County Surveyor; 6) Magistrate Judge; 7) Probate Judge; 8) Sheriff; 9) State Court Solicitor; 10) Tax Commissioner; 11) State Court Judge; and 12) Superior Court Judges - Northeastern Judicial Circuit.

   b. "Card Administrator" means the County Purchasing Card and County Credit Card administrator designated by the Dawson County Board of Commissioners. The designated Card Administrator shall be the Dawson County Director of Administrative Services and CFO.

   c. "Cardholder" means an Authorized Elected Official who is issued a County Purchasing Card and/or County Credit Card by the County for the purchase of items or services directly related to the Authorized Elected Official's public duties.

   d. "County" means Dawson County and/or the Dawson County Board of Commissioners.

   e. "County Purchasing Card," "County P-Card", or "County Credit Card" means a Financial Transaction Card issued by any business organization, financial institution, or any duly authorized agent of such organization or institution, to the County.

   f. "Financial Transaction Card" means an instrument or device as the term is defined in O.C.G.A. § 16-9-30(5).

   g. "County Purchasing Ordinance" means Sections 2-2-10 through 2-2-21 of the Code of Ordinances, Dawson County, Georgia.

   h. "User Agreement" means the required agreement that an Authorized Elected Official signs and accepts with the County issuing the County Purchasing Card or County Credit Card that restricts the use of such cards.

3. Designated Elected Officials.

   The Dawson County Board of Commissioners authorizes the issuance of a County Purchasing Card and/or County Credit Card to those Authorized Elected Officials, as designated and defined in Section 2-2-21(a), to purchase items or services directly related to

such elected official's public duties. No elected official of Dawson County may use or be issued a County Purchasing Card or County Credit Card until and unless such official has been designated as an Authorized Elected Official by the County and has signed and accepted the County's User Agreement regarding the use of such cards. All purchases by an Authorized Elected Official using a County Purchase Card or County Credit Card are subject to and must comply with the terms of this Ordinance. The County will not make payments to any business organization, financial institution, or any duly authorized agent of such organization or institution, for amounts charged by an elected official to any purchasing cards or credit cards that are not issued pursuant to this ordinance or for any purchases that are not authorized by this Ordinance.

4. Card Administrator.

The Board of Commissioners designates the Dawson County Director of Finances and CFO as the Card Administrator. The CFO may designate this duty to a staff member within the Finance Department. The responsibilities of the Card Administrator include:

a. Manage County issued purchasing cards and credit cards.

b. Serve as the main point of contact for all County purchasing card and credit card issues;

c. Serve as liaison to the elected officials authorized to use a purchasing card or credit card and their staff, as well as to the issuer of the purchasing card or credit card;

d. Provide training on card policies and procedures to the elected officials authorized to use a purchasing card or credit card and their staff;

e. Develop internal procedures to ensure timely payment of cards;

f. Assist authorized elected officials to dispute transactions when necessary;

h. Establish internal procedures to ensure compliance with this Ordinance, the County's Purchasing Ordinance, the User Agreement with the Authorized Elected Official, state law (including specifically, O.C.G.A. § 16-9-37 and 36-80-24), and applicable agreements with the business organization, financial institution, or duly authorized agent of such organization or institution issuing the Financial Transaction Card;

i. Document internal controls, audits and other measures to prevent and detect misuse or abuse of the cards;

j. Audit and reconcile transactions monthly; and

k. Maintain records documenting the administration of County Purchasing Cards and County Credit Cards as provided by the County's retention schedule.

5. Use of Cards.

a. Authorized Purchases. County Purchase Cards and County Credit Cards issued to Authorized Elected Officials may be used solely to purchase items or services directly related to the public duties of such Authorized Elected Official. All purchases using a County Purchase Card or County Credit Card by an Authorized Elected Officials are subject to the terms of this Ordinance, the User Agreement, the County Purchasing Ordinance, and the adopted budget.

b. No county elected official, other than an Authorized Elected Official, may use or be issued a County Purchase Card or Credit Card by the County. The cards may only be used by the Authorized Elected Official to whom such cards are issued and are not to be transferred to or used by any other individual, including employees of the elected official. The Authorized Elected Official shall use care to ensure that others do not have access to the card account number, expiration date and security code.

c. Unless otherwise approved by the County or established in the User Agreement between the County and Authorized Elected Official, the transaction limits for County Purchase Cards and Credit cards are $500 per transaction, except for seminar and conference fees and allowable travel expenses incurred in accordance with the County Travel Policy, which shall be limited to meals, lodging, fuel, vehicles, parking, taxi, tolls, shuttle, and airfare expenses that are directly related to the elected official's public duties. Any purchases using a County Purchasing Card or County Credit Card are subject to sufficient funds remaining in the elected official's adopted budget to cover the expense of such purchases.

d. County Commissioners may be issued and use a County Credit Card for allowable and budgeted travel expenses incurred in accordance with the County Travel Policy while traveling to or from or attending budgeted events, seminars, and conferences that are located outside of Dawson County. No other use of a County Credit Card is permitted by County Commissioners unless such expense and activity is specifically approved and budgeted by the Board of Commissioners in advance. A report pertaining to the use of County Credit Cards by County Commissioners in the previous month may be generated.

6. Unauthorized Purchases.

County purchasing cards and credit cards shall not be used for personal use, cash advances, entertainment, alcoholic beverages, or for items or services that are not directly related to the public duties of the Authorized Elected Official. Elected officials shall not request or receive cash from suppliers or vendors as a result of exchanges or returns. All refunds or exchanges must be credited to the card account. Additionally, County Purchasing Cards and County Credit Cards shall not be used to avoid compliance with the County's Purchasing Ordinance, to purchase items or services that are not approved in the budget adopted by the County for that elected official, to purchase items or services exceeding the per transaction limit, or to purchase items or services not in compliance with the County Travel Policy or the User Agreement between the Authorized Elected Official and the County.

7. Receipts and Documentation.

Receipts, invoices and other supporting documentation of all purchases made with a County Purchasing Card or County Credit Card shall be obtained by the Authorized Elected Official and submitted to the Card Administrator by the 10th day of each month following the month in which the purchase is made. If an original cannot be produced, a duplicate shall be submitted. If neither an original nor a duplicate can be produced, a sworn affidavit of the Authorized Elected Official may be substituted. The documentation must include the supplier or merchant information (i.e., name and location), quantity, description, unit price, total price, price paid without sales tax and an explanation of the purchase sufficient to show that the expense was in the performance of official County duties.

8. Public Records.

All receipts and other documentation of purchases are public records and subject to the requirements of O.C.G.A. § 50-18-70 *et seq.*

9. Review of Purchases and Audit.

Proper documentation of purchases, internal controls and other measures assist in the prevention and detection of misuse or abuse of County issued Purchase Cards and Credit Cards. Authorized Elected Officials issued a County Purchase Cards or County Credit Card and the County employees that process payments for such cards shall cooperate and comply with the procedures established by the County.

a. Review of Purchases.

All purchases shall be reviewed according to the following procedure:

(i) At the close of the monthly billing cycle, each Cardholder will receive a billing statement.

(ii) The Cardholder shall be required to balance the statement to his or her receipts and complete an activity log provided by the Card Administrator.

(iii) The activity log, statement, and all documentation shall be returned to the Card Administrator for payment.

(iv) The Card Administrator shall review the activity log and receipts, obtain any additional information needed, and make payment on the account for purchases authorized by this Ordinance.

b. Audits.

The Card Administrator shall perform an annual review of the card program to ensure adequacy of internal policies and procedures, cardholder spending limits, monthly reconciliation procedures and documentation for transactions. Elected officials issued a County Purchasing Card or County Credit Card and staff shall cooperate with such review.

10. Violations.

    a. An elected official shall reimburse the County for any purchases made with a County Purchase Card or County Credit Card in violation of this Ordinance or the User Agreement.

    b. In the discretion of the County, failure to comply with the procedures outlined in this Ordinance may result in:

        (i) A warning to the Elected Official;

        (ii) Suspension of the elected official's privileges to use a County Purchase Card or County Credit Card; or

        (iii) Revocation of the Elected Official's Privileges to use a County purchase card or County credit card.

11. Nothing in this Ordinance shall preclude any other civil or criminal remedy under any other provision of law or preclude the County from reporting misuse or abuse of a County Purchasing Card or County Credit Card to the appropriate authorities for prosecution.

Section 2-123. - Repealer.

All resolutions or ordinance or parts of resolutions or ordinances in conflict with the terms hereof are hereby repealed.

Section 2-124. – 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 _____, 2019.

Attested:

_____ _____

Chairman, Board of Commissioners County Clerk

Public Hearing Dates:
1.
2.

Vote:
____ Yes
____ No ____ Abstained

DAWSON COUNTY PURCHASING CARD PROGRAM

POLICIES AND PROCEDURES

Revised December 10, 2018

1. PROGRAM BACKGROUND

Dawson County is a qualified participant in the State of Georgia Purchasing, Travel and Electronic Payment Card Solutions contract effective November 1, 2016. The Contract expires October 31, 2019. The Georgia Department of Administrative Services recommends that local entities participating in the program adopt the statewide purchasing policy; however, DOAS also recognizes that local governments are ultimately accountable to the county Boards of Commissioners which approve budgets and oversee local governmental affairs. The Board of Commissioners approved the use of the State Purchase Card program in Dawson County on September 7, 2006. ~~August of 2006~~. Accordingly it is the responsibility of Dawson County to provide this purchasing card Operations and Procedures guide and to ensure adherence to the rules.

The Dawson County Purchasing Card is designed to enable authorized, full-time county employees to purchase supplies, materials and services for County use within the rules and guidelines set forth in the Dawson County Purchasing Ordinance and Resolution adopted in 2006. Furthermore, in Dawson County, the Purchasing Card, further known as p-card, shall be used as a travel card to the extent that airfare, hotel and meal expense are approved and allowable. A completed Travel and Expense form with copies of p-card receipts attached must be submitted to Finance for all travel related expense.

The Dawson County Purchasing Card shall only be used for official Dawson County business and must be surrendered upon termination of employment for any reason or upon demand by the Purchase Card Administrator or County Manager.

The County Manager or the Purchase Card Administrator shall approve all participation in the program. Every card applicant will participate in mandatory training prior to be assigned a purchasing card.

All official forms are attached to this document or can be obtained from the Purchase Card Administrator.

2. PROHIBITED USE

Under no circumstances is a cardholder permitted to use the p-card for personal purchases. Using the p-card for personal purchases will result in disciplinary action, up to and including termination from County employment and criminal prosecution. Supervisors or other approving officials who knowingly, or through willful neglect, approve personal or fraudulent purchases are subject to the same disciplinary actions as cardholders. The official Code of Georgia, Annotated (O.C.G.A.) §36-80-24 shall be adhered to by Elected Officials.

The P-Card may not be used to purchase fuel, alcohol to obtain cash advances.

3: PARTIES INVOLVED

a. Card Issuer - Bank of America's services include issuing Visa Purchasing Cards to Dawson County elected officials and employees, providing electronic transaction authorizations, and billing Dawson County for all purchases made on the cards.

b. Dawson County - Arranges with the card issuer, Bank of America, to have Purchasing Cards issued to approved Elected Officials and employees and agrees to accept liability for the employees' use of the cards.

c. Purchasing Card Administrator - The central Administrator located in the Dawson County Finance Department who coordinates the Purchasing Card program for the county and acts as the county's intermediary in correspondence with the card issuer.

d. Department Head - Dawson County official who must approve employee's request for a Purchasing Card, designate Request Proxy Coders, designate default accounting code for purchases on the Purchasing Card, and submit applications to the Purchasing Card Administrator. Department Head's approval delegates

transaction authority to the Cardholder.

e. Proxy Coder - An employee named by a Department Head and approved by the Purchasing Card Administrator to be responsible for General Ledger Coding of transactions for designated Cardholders in some departments. Coders will verify that transactions are legitimate business expenses and are classified appropriately.

f. Cardholder - An employee of Dawson County who is approved by his/her Department Head to use the Purchasing Card to execute purchase transactions on behalf of the Organization.

g. Vendor - The merchant from whom a Cardholder is making a purchase.

4. PURCHASING CARD PROGRAM OVERVIEW

- Purchasing Cards will be issued to approved full-time Dawson County employees and elected officials.
- The Cardholder's name must be embossed on the card.
- Cards and other accounts will not be issued in the name of a department or work unit to be shared by multiple employees.
- Cards are NOT transferable to another department.
- Each Cardholder is assigned to a Departmental Group. Cards cannot be transferred between groups.
- All Cardholders, not assigned to a Proxy Coder, shall be responsible for adding GL Coding in the WORKS system. Cardholders or Proxy Coders must sign off on every transaction.
- Every transaction shall include a brief justification for the expense stated in "Comments".
- The Department Head is responsible for reviewing all P-Card expenditures made by individuals in their Group. Department Head approval is verification that the expense was a legitimate use of County funds.
- The Purchase Card Administrator shall provide "Manager" review for all transactions made by a Department Head.
- The P-Card Administrator shall act as the Accountant for all transactions made by Department Heads and Cardholders.
- Employee's Department Head must approve the request for a card to be issued. The County Manager must approve a Department Head's request for a card.
- Cardholders make purchases (using established guidelines), receive itemized receipts for each transaction and receive a monthly Cardholder statement from Bank of America.
- Cardholder/Proxy Coder matches receipts to monthly statement and forwards to Department Head for signature approval.
- Purchasing Card Manager and Financial Reconciler will conduct individual 100% audits verifying receipts.
- Bank of America sends consolidated invoice to Dawson County at the end of monthly billing cycle which is the 27th of each month.
- An ACH payment is made to Bank of America within 25 days after the end of the billing cycle.

5. CARDHOLDER RESPONSIBILITIES

The Cardholder must use the Purchasing Card only for legitimate business purposes. The Purchasing Card may not be used for fuel, entertainment, alcohol, cash, items prohibited in the Dawson County Employee Handbook and other MCC categories.

- Use the Purchasing Card for legitimate business purposes only.
- Participate in all required training.
- Maintain the Purchasing Card in a secure location at all times.
- Not allow other individuals to use their Purchasing Card, whether in person, over the phone or over the internet.
- Adhere to the purchase limits and restrictions of the Purchasing Card and ensure the total transaction amount of any single transaction does not exceed purchase authority. Splitting a purchase that exceeds

the cardholder's limits into two or more transactions is not allowed and could be grounds for termination of employment.

- Sign off and GL code all transactions.
- Obtain and reconcile all sales slips, register receipts, and/or Purchasing Card slips to Bank of America's Cardholder statement monthly. OR, and provide it to a designated Proxy Coder for reconciliation, approval and allocation of transactions.
- Sign monthly statement attesting to the accuracy of all charges.
- Notify Department Head in writing (email) if the default accounting code should be changed on an individual transaction.
- Attempt to resolve disputes or billing errors directly with the vendor. If the dispute or billing error is not satisfactorily resolved, fax Bank of America the required Dispute Form (Attachment 2).
- Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent Cardholder statement.
- Never accept cash in lieu of a credit to the Purchasing Card account.
- Immediately report a lost or stolen card to Bank of America at 1-888-449-2273 (24 hours a day, 365 days a year).
- Immediately notify the Purchasing Card Administrator of a lost or stolen Purchasing Card at the first opportunity during normal business hours.
- Return the Purchasing Card to the Purchasing Card Administrator upon terminating employment with the County or transferring Departments within the County.
- If a vendor does not accept Visa, contact the Purchasing Card Administrator.
- Report erroneous and emergency transaction needs to the Purchasing Card Administrator during normal business hours.
- Ensure that sales tax is not charged on each purchase as per O.C.G.A. § 48-8-3.
- Ensure that no service in the amount of $2,500.00 or more is placed on the purchasing card. A PO and e-verify form is required to facilitate reporting as per O.C.G.A. § 13-10-91.

Under no circumstances is a cardholder permitted to use the p-card for personal purchases. Using the p-card for personal purchases will result in disciplinary action, up to and including termination from County employment and criminal prosecution.

6. DEPARTMENT HEAD RESPONSIBILITIES

- Ensure the Purchasing Card is used for legitimate business purposes only.
- Adhere to the purchase limits and restrictions of the Purchasing Card and ensure the total transaction amount of any single transaction does not exceed purchase authority. Splitting a purchase that exceeds the Cardholder's limits into two or more transactions is not allowed and could be grounds for termination of employment.
- If applicable, designate a Proxy Coder for all cardholders without access to the WORKS application.
- Sign off and verify GL codes for transactions made by department Cardholders or Proxy Reconcilers.
- Complete department's online GL coding by the designated day every month.
- Sign monthly statement of all department cardholders attesting to the accuracy of all charges.
- Submit all reconciled P-card statements with corresponding receipts to the Purchasing Card Administrator by the 10th of the month.
- Notify Purchasing Card Administrator in writing (email) if the default accounting code should be changed on a transaction.
- Immediately report a lost or stolen card to Bank of America at 1-888-449-2273 (24 hours a day, 365 days a year).
- Immediately notify the Purchasing Card Administrator of a lost or stolen Purchasing Card at the first opportunity during normal business hours.

- Ensure return of the Purchasing Card to the Purchasing Card Administrator of any direct report that terminates employment with the County or transfers Departments within the County.
- If a vendor does not accept Visa, contact the Purchasing Card Administrator.
- Report erroneous and urgent transaction needs to the Purchasing Card Administrator during normal business hours.

7. PROXY CODER RESPONSIBILITIES

The Department Head may request that a Proxy Coder be approved by the Purchasing Card Administrator to code and reconcile transactions for cardholders within his/her department. The Proxy Coder responsibilities include:

- Sign off and GL code all transactions in WORKS.
- Obtain and reconcile all sales slips, register receipts, and/or Purchasing Card slips to Bank of America's Cardholder statement monthly for each cardholder.
- Attempt to resolve any disputes with vendor and/or Bank of America not resolved by Cardholder.
- Notify Purchasing Card Administrator within 3 to 5 days of any unresolved disputes, noting the reason for dispute.
- Notify Purchasing Card Administrator of lost or stolen cards.
- Request Purchasing Card Administrator to cancel a card (e.g. terminated employees, transferring departments, loss of purchasing card privileges) as approved by Department Head.
- Collect cancelled cards from Cardholders and forward to Purchasing Card Administrator.

8. PURCHASING CARD ADMINISTRATOR RESPONSIBILITIES

The Dawson County Chief Financial Officer will assign a Purchasing Card Administrator(s) to be responsible for the over-all Purchasing Card program. Responsibilities include:

- Act as Dawson County liaison with Bank of America and DOAS Purchasing Card Manger.
- Utilize Works software from Bank of America.
- Review Department approved applications for completeness of required information and process.
- Train Cardholders before releasing p-card.
- Conduct annual review of cardholder use and cancel under-used cards.
- Update all Cardholder Agreements (Attachment 1) annually, signifying agreement with the terms of the Purchasing Card program.
- Handle disputed charges/discrepancies not resolved by Cardholder or Departmental Liaison.
- Establish default GL codes and update as necessary.
- Sign off and approve Department Head transactions as "Manager"
- Sign off and approve all transactions as "Accountant"
- Review use of Purchasing Card data for appropriateness and compliance to Purchasing Policy.
- Adjust Purchasing Profiles to accommodate approved, over credit limit or unusual MCC code purchases. All Profile changes must be documented.
- Secure revoked Purchasing Cards and submit information to Bank of America.
- Receive and review Bank of America statement.
- Ensure that lost or stolen cards have been blocked by Bank of America.
- Forward vendor set up requests to Bank of America.
- Assist the Cardholders and Department Heads with erroneous declines and emergency transactions.
- Communicate policy, deadlines and other vital information to cardholders.
- Provide County Manager with monthly reports.

9. ACCOUNTS PAYABLE ADMINISTRATOR

- Process electronic upload of bill to accounting.

- Sign off and approve Purchase Card Administrator's transactions as "Manager"
- Sign off and approve Purchase Card Administrator's transactions as "Accountant"
- Provide oversight of all Purchasing Department Transactions
- Reviewing usage of Purchasing Card data for appropriateness.
- Clear Exceptions prior to upload.
- Prepare bill for payment and submitting to Accounting for ACH payment.
- Reconcile Bank of America's bill to Bank of America's electronic file and to the transaction totals posted to the Organizations accounting system.

10. CARDHOLDER ELIGIBILITY

Criteria to receive a Purchasing Card are as follows:

- Applicant must be a full-time employee or elected official of Dawson County.
- Applicant's request for a Purchasing Card must be approved by his/her Department Head.
- Employee must attend a training session before receiving their Purchasing Card.
- Each individual Cardholder must sign a Cardholder Agreement (Attachment 1) in the presence of the Purchasing Card Administrator.

11. CARDHOLDER LIABILITY

The Purchasing Card is a corporate charge card which will not affect the Cardholder's personal credit; however, it is the Cardholder's responsibility to ensure that the card is used within stated guidelines of the Purchasing Card Cardholder Manual as well as Dawson County Purchasing Policy (Purchasing Ordinance) relating to the expenditure of Dawson County funds. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures that may include termination.

Using the p-card for personal purchases will result in disciplinary action, up to and including termination from County employment and criminal prosecution. Supervisors or other approving officials who knowingly, or through willful neglect, approve personal or fraudulent purchases are subject to the same disciplinary actions as cardholder

12. CARDHOLDER STATUS

The Purchasing Card Administrator may suspend or close an account if a Cardholder: (a) transfers to a different department, (b) moves to a new job in which a Purchasing Card is not required; (c) violates any of the p-card rules detailed below:

13. VIOLATIONS

- The Purchasing Card is used for personal or unauthorized purposes.
- The Purchasing Card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law or regulation pertaining to the Organization.
- The Cardholder allows the card to be used by another individual.
- The Cardholder splits a purchase to circumvent the limitations of the Purchasing Card.
- Use another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the Purchasing Card.
- The Cardholder fails to provide Departmental Liaison/Purchasing Card Administrator with required receipts.
- The Cardholder fails to provide, when requested, information about any specific purchase.
- The Cardholder does not adhere to all of the Purchasing Card Policy.

14. LOST, MISPLACED OR STOLEN PURCHASING CARDS

Cardholders are required to immediately report any lost or stolen Purchasing Card to Bank of America toll-free at 1-888-449-2273 (24 hours a day, 365 days a year). The Cardholder must also immediately notify the Purchasing Card Administrator about the lost or stolen card at the first opportunity during normal business hours.

15. SPENDING CONTROLS

The Purchasing Card is to be used only official County business. Dawson County general use profile for staff Purchasing Cards is set at $2,999.99 per transaction with a maximum of $5,000 per month, per card. The Single Transaction Limits is $2,999.99 in accordance with the Purchasing Ordinance. The Emergency Services Director and the Public Works Director have a $10,000 monthly credit to facilitate emergency response needs after the Board of Commissioners has been formally declared a local state of emergency, per the County Purchasing Policy.

16. EMERGENCY TRANSACTIONS

For any transaction that does not meet the spending controls assigned to the card, the Cardholder must contact the Purchasing Card Administrator for assistance. The Purchasing Card Administrator will retain documentation justifying any profile changes made to accommodate the purchase with the County Manager's approval.

During a countywide emergency, the County Manager may authorize temporary single transaction limit and monthly credit limit increases as deemed necessary to care for the welfare of the citizens.

17. ERRONEOUS DECLINES

Should the Purchasing Card be erroneously declined by a vendor, the Cardholder should immediately contact the Purchasing Card Administrator for assistance. If a purchase is being made outside of normal Dawson County business hours, the employee must find an alternate payment method or terminate the purchase and contact the Purchasing Card Administrator during normal hours.

19. CREDITS

Vendors will issue all credits to the individual Purchasing Card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a Cardholder accept cash in lieu of a credit to the Purchasing Card account.

20. UNRESOLVED DISPUTES AND BILLING ERRORS

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Cardholder should:

- Contact Bank of America at 1-866-266-0212 directly for assistance.
- Mail to BANKCARD CENTER, P. O. Box 982238, El Paso, TX 79998-2238 or fax to Bank of America at 1-888-678-6046 a signed Bank of America Dispute Form (available from the Purchasing Card Administrator) to document the reason for the dispute.
- Contact the Purchasing Card Administrator for assistance if an acceptable resolution is not obtained.
- The total amount billed by Bank of America will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when the credit appears on the Bank of America billing.

21. SECURITY AND STORAGE

a. Purchasing Cards - Cardholders should always treat the Purchasing Card with at least the same level of care

as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be loaned to another person for any reason.

b. Program Documentation - The Purchasing Card Administrator will verify the Cardholder's statement against the vendor receipts/packing slips/charge slips and forward the completed documentation to the Accounts Payable Administrator for verification. The reconciled statements and receipt back-up will be stored in Accounts Payable along with, billing statements, reconciliation of accounting statements, WORKS programs, and copies of transmittals and correspondence with Bank of America. Applications, Cardholder Agreements, Status Changes and correspondence will be retained by the Purchasing Card Administrator.

22. VENDOR SET UP

The Finance Department will conduct a study of frequently used vendors for purchases under $3,000.00 which qualify for use of the Purchasing Card by Cardholders. If a vendor frequently used by Dawson County employees does not accept the Visa card, the County will assist in recruiting the vendor to take the necessary steps to begin acceptance of the card and provide this information to Bank of America. Cardholders should contact the Purchasing Card Administrator when encountering vendors who do not accept the card.

23. VENDOR BLOCKING

Transactions will be blocked at the point-of-sale level for the certain types of vendors dictated by Dawson County.

24. PURCHASING CARD SET UP, MAINTENANCE, AND CLOSURE

All contact with Bank of America for Purchasing Card set up, maintenance and closure (except for reporting lost or stolen cards) will be handled by the Purchasing Card Administrator who is located in the Dawson County Finance Department.

25. CARD SET-UP

- County employee completes a Dawson County Purchasing Card application and submits to his/her Department Head for completion and approval. Department Heads will submit their application directly to the Purchasing Card Administrator.
- Department Head signature approval delegates transaction authority to the Cardholder.
- Approved application is sent to the Purchasing Card Administrator.
- Purchasing Card Administrator reviews application for completeness and submits application to Bank of America in format approved by Bank of America.
- Upon receipt of the Purchasing Card from Bank of America, the Purchasing Card Administrator will conduct a training session with the Cardholder prior to issuing the card.
- Cardholder signs Cardholder Agreement signifying agreement with the terms of the Purchasing Card program.

26. CARD MAINTENANCE

- Department Head is to make all maintenance requests to the Purchasing Card Administrator.
- Purchasing Card Administrator will submit all maintenance requests to Bank of America.

27. CARD CLOSURE

a. Lost or Stolen Cards - Cardholder must immediately report the lost/stolen card to Bank of America at 1-888-449-2273. Cardholder must also contact the Purchasing Card Administrator who will follow up with

Bank of America to ensure the account has been closed.

b. Terminated or Transferred Employees - Department Head is to secure Purchasing Cards from terminated employees and employees who transfer to another department. The Department Head will immediately notify the Purchasing Card Administrator by phone of the termination or transfer. A request for closing the Cardholder account will be submitted to Bank of America by the Purchasing Card Administrator within 2 days of receiving the notification. All Purchasing Cards are to be returned to the Purchasing Card Administrator for disposal.

c. Other Card Revokes/Closures - Purchasing Card Administrator will notify Bank of America immediately of all revokes and closures.

28. RECONCILIATION, APPROVAL & ALLOCATION OF BILLING

a. Receipt and Payment of Bank of America Billing

- At the close of the monthly billing cycle, Bank of America will send a paper billing statement to Dawson County.

- Purchasing Card Administrator will review bill and payment in full will be made to Bank of America.
- Accounts Payable will prepare payment voucher for an ACH to be issued to Bank of America. Voucher will be prepared within 5 days after receipt of the Bank of America bill and processed so that payment will reach Bank of America no later than 25 calendar days after the close of the billing cycle of the previous month.
- ACH will be transmitted in accordance with Bank of America's instructions.

b. Allocation of Purchasing Card Charges to Departments

- A default accounting code will be assigned to each Purchasing Card issued. Bank of America will submit an electronic reporting file to Dawson County which will be used to charge all Cardholder transactions to the default accounting code unless adjustments are made as follows:
- As transactions are made, Cardholders will receive a notification email from Bank of America.
- Cardholder (or Proxy Coder) will log into WORKS, complete the GL codes, insert comments and sign off on the transaction. The transaction will then go automatically to the Manager/Department Head queue.
- The Manager/Department Head will log into WORKS, review the expenditure, verify the coding and sign-off or flag the transaction.
- After the Manager/Department Heads signs off on the transaction, an email must be sent to the Purchasing Card Administrator to make any changes to the GL codes.

29. SALES TAX

O.C.G.A. §48-8-3 exempts purchases made by all State, any county or municipality of this state, fire districts from State Sales and Use Tax when payment is made with appropriated funds. Cardholders must present the Department of Revenue Sales and Use Tax Exemption, Form ST-5, to suppliers upon request. This form is available from all Finance Staff.

The requirement for out-of-state suppliers to charge Sales and Use Tax on shipments to purchasers in the State of Georgia does not apply to tax-exempt State Entities. In order to avoid confusion, the cardholder must provide out-of-state suppliers with a copy of the ST-5 prior to placing an order to be shipped into the State of Georgia. If the supplier refuses to remove taxes, the cardholder must make the purchase from a different supplier whenever possible.

Cardholders are responsible for ensuring that merchants do not charge tax or provide a credit for inadvertent charges.

1. If taxes are charged, the cardholder must contact the merchant to obtain a credit to the account. Sales tax cannot be disputed with the Bank.
2. Credits cannot be obtained by any other method, including, but not limited to, cash, gift cards, or store credit.
3. Documentation of attempts to obtain credit for any State Sales and Use Tax charged in error must be maintained with the documentation for the transaction where the tax was charged.

30. AUDIT

Department Heads or their designee will assemble and forward Cardholders statements, charge slips and receipts to the Purchasing Card Administrator for audit by internal and external auditors. Receipts for purchases must be maintained for 7 years.

31. REPEALER

All resolutions or ordinance or parts of resolutions or ordinances in conflict with the terms hereof are hereby repealed.

32. 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 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 _____, 2019.

Attested:

_____
Chairman, Board of Commissioners

_____
County Clerk

Public Hearing Dates:
1.
2.

Vote:
_____ Yes
_____ No
_____ Abstained

Attachment 1

State of Georgia Purchasing, Travel and Electronic Payment Solution

Dawson County
Cardholder Application and Profile Request Form

Department Name:	
Check the appropriate box: ☐ New Cardholder Request ☐ Cardholder Profile Change Request	Date: _____ Card Number:
Cardholder Name:	Cardholder Signature:
Cardholder Phone Number:	Cardholder Email Address:
Single Transaction Limit:_____	Monthly Credit Limit: _____
Department Head can designate up to $2,999.99	***Department Head can designate up to $5,000.00***
Department Head:	Department Head Signature:
County Manager Signature:	Purchase Card Administrator Signature:
Form will NOT be considered until all signatures are affixed. Send form with original signatures to the Purchasing Card Administrator	
For Official Use Only	
Background Check Requested on:	By:
Background Check Received on:	By:
Credit Check Received on:	By:
Approved on: Activation # _____	By:
Denied on:	By:
Reason: _____ _____	

Dawson County
Cardholder Agreement

Dawson County is entrusting you with this Purchasing Card to be used for the legitimate business benefit of the County. It represents trust in you and your empowerment as a responsible agent to safeguard and protect Dawson County assets.

I, _____, hereby acknowledge receipt of a Purchasing Card, Card Number XXXX-XXXX-XXXX-_____, a VISA® card issued by Bank of America, which will only be used to acquire materials and supplies for Dawson County. I agree to comply with the following terms and conditions relating to my use of the Purchasing Card.

1. As an authorized cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the Purchasing Card Policy and Purchasing Card User's Guide. I have received a copy of the Purchasing Card Policy and confirm that I have read and understand its terms and conditions. In addition, I have completed the required Purchasing Card Training.

2. I understand that Dawson County is liable to Bank of America for all charges I make on the Purchasing Card.
3. I agree to use the Purchasing Card for authorized official business purchases only and agree not to charge personal purchases. I authorize Dawson County to take whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law.

4. I agree to notify Purchasing Card Program Administrator at 706-344-3501 X 42216 or lwhalen@dawsoncounty.org if my name or contact information changes. I further acknowledge that name changes will require proof of change, i.e. copy of marriage license and/or decree of legal change.

5. If the Purchasing Card is lost or stolen, I will immediately notify Bank of America at 1-888-449-2273. I will also notify Purchasing Card Program Administrator, in writing, at the first opportunity during normal business hours.

6. I understand that improper or fraudulent use of the Purchasing Card may result in disciplinary action, up to and including termination of my employment. I further understand that Dawson County may terminate my right to use the Purchasing Card at any time for any reason.

7. I agree to surrender the Purchasing Card immediately upon request or upon termination of employment for any reason.

-Signature Page to Follow-

State of Georgia Purchasing, Travel and Electronic Payment Solution

Dawson County
Cardholder Agreement Signature Page

Agreed and accepted this _____ day of _____ 20___.

CARDHOLDER:

Signature _____ Date_____

Print Name _____ Phone _____

Department _____

DEPARTMENT HEAD:

Signature _____ Date_____

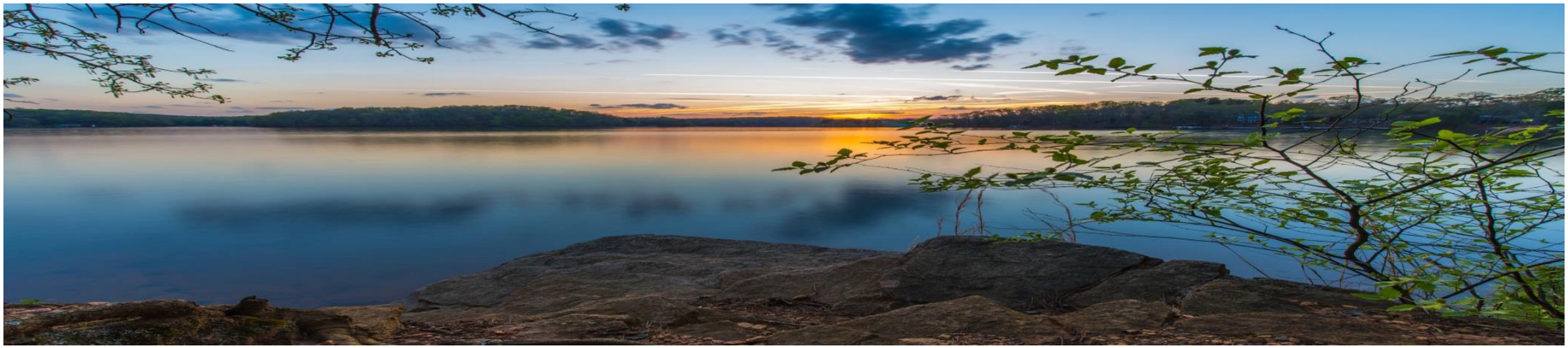
Print Name _____ Phone _____

Department _____

PURCHASING CARD ADMINISTRATOR:

Signature _____ Date_____

Print Name _____ Phone _____



War Hill Park

Photo by: Michelle Wittmer Grabowski

RECOMMENDED UPDATES TO THE PURCHASING POLICY ORDINANCE AND PURCHASING CARD PROGRAM

WORK SESSION – NOVEMBER 8, 2018

Background and Overview

- The Dawson County Board of Commissioners adopted an amended Purchasing Policy Ordinance on February 2, 2017.
- Several federal and state laws and regulations have been updated since that time. Other clarifications and updates are being requested as well.
- A draft Purchasing Policy Ordinance document is attached for review and approval.
- The Purchasing Card Program Policies and Procedures were last amended on November 22, 2008.
- A draft Purchasing Card Program Policies and Procedures document is attached for review and approval.

Highlights of Updates – Purchasing Policy Ordinance

- Clarified procedures for vendor communication with department staff for sealed solicitations and non-sealed quotes.
- Defined Notice of Award procedures.
- Corrected definition of responsive bidder.
- Defined procedure for cooperative agreement procurements, professional exemptions and used equipment procurements approvals for matter of record.
- Modified that all bids and proposals released MUST be posted on the Georgia Procurement Registry per O.C.G.A. § 36-80-27 as of July 1, 2018.
- Clarified procedures for items in lieu of bonds per O.C.G.A. §7-1-14 and issuing addenda to solicitations per O.C.G.A. § 36-91-20 (d).
- Clarified modifications/corrections of bids and withdrawal of bids per O.C.G.A. § 13-10-22.

Highlights of Updates – Purchasing Policy Ordinance

- Defined proposer interviews/presentation meetings for RFP and RFI solicitations.
- Clarified when a response to a sealed solicitation may be disqualified and when it shall be disqualified.
- Defined terms and conditions for purchase orders.
- Clarified procedures for change orders to contracts.
- Defined vendor annual reviews for contracts.
- Defined purchasing cards and credit cards for Dawson County Elected Officials as per O.C.G.A. § 16-9-37 and O.C.G.A. § 36-80-24.
- Included federal and state regulations and requirements when contracting and/or purchasing with federal funds.

Highlights of Updates – Purchasing Card Program

- Dates and Name of the State of Georgia Purchasing, Travel and Electronic Card Solution contract.

- Single Transaction Limits – per the adopted Purchasing Policy Ordinance, all departments limit was increased to $2,999.99.

- All services where labor of $2,500.00 CANNOT be placed on the purchasing card but, must receive a Purchase Order due to the Illegal Immigration laws for reporting per O.C.G.A. § 13-10-91.

- Added language regarding sales tax exemption per O.C.G.A. §48-8-3; cardholder background checks and credit card checks per O.C.G.A. §50-5-83.

Staff Recommendation

Staff respectfully requests the Board of Commissioners to approve and adopt the amended Purchasing Policy Ordinance and Purchasing Card Policies and Procedures.

THANK YOU

Backup material for agenda item:

6. Consideration of Intergovernmental Agreement with the City of Dawsonville for Municipal Elections

STATE OF GEORGIA
COUNTY OF DAWSON

INTERGOVERNMENTAL AGREEMENT BETWEEN DAWSON COUNTY, THE DAWSON COUNTY BOARD OF ELECTIONS AND REGISTRATION AND THE CITY OF DAWSONVILLE RELATING TO THE 2019 MUNICIPAL ELECTIONS IN THE CITY OF DAWSONVILLE

THIS INTERGOVERNMENTAL AGREEMENT, by and between **DAWSON COUNTY**, a county government authorized by the laws of the State of Georgia (hereinafter referred to as the "County"), the **DAWSON COUNTY BOARD OF ELECTIONS AND REGISTRATION**, an appointed Board of Dawson County (hereinafter referred to as the "Board") and the **CITY OF DAWSONVILLE**, a municipal corporation authorized by the laws of the State of Georgia (hereinafter referred to as the "City") relating to municipal elections for the City;

WITNESSETH:

WHEREAS, the County by and through the Board conducts all county-wide and/or state-wide elections within Dawson County; and

WHEREAS, the Board has previously assisted the City with the conduct of the City elections; and

WHEREAS, the City has requested and the County has agreed to allow its Board to conduct on behalf of the City any city elections called for in the year 2019;

NOW, THEREFORE, for and in consideration of the mutual covenants set forth herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed as follows:

1.

With respect to any general municipal election and any specially called municipal election to be held in 2019, the Board shall conduct all such elections for the City at the Offices of the Board or such other precinct locations as determined by the Board.

2.

The Board shall perform all duties as set forth and labeled as "County" in Exhibit A attached hereto and incorporated herein by reference. The City shall perform all duties as set forth and labeled as "City" in Exhibit A attached hereto and incorporated herein by reference.

3.

The City shall reimburse the County for the expense incurred by the Board associated with any general or special municipal election. Such expenses shall be submitted to the City within sixty (60) days of the conclusion of each election covered by this agreement, and such expenses shall be paid by the City within thirty (30) days of the date of such invoice.

4.

As a part of the duties of the Board, it shall perform all duties as superintendent of elections for the City during the term of this agreement; provided, however, that the Board shall have no responsibility hereunder with respect to the matters specifically reserved to the City in Exhibit A.

5.

This Contract may be terminated by either party by giving notice to the other party, in writing, of its intent to terminate this Contract no fewer than one hundred twenty (120)

days prior to the effective date of such termination. In the event of termination, any funds due to the County by the City for work performed by the Board through the date of termination shall be paid by the City no later than thirty (30) days following the date of termination of the Contract.

6.

All elections conducted for the City by the Board shall be conducted in accordance with the provisions of Title 1 and Title 21 of the Official Code of Georgia Annotated and all other applicable laws.

IN WITNESS WHEREOF, the parties hereto have executed this instrument to be effective as of January 1, 2019.

DAWSON COUNTY

BY: _____
BILLY THURMOND, CHAIRMAN

ATTEST:

_____ Date: _____
COUNTY CLERK

CITY OF DAWSONVILLE

BY: _____
MIKE EASON, MAYOR

ATTEST:

_____ Date: 12.17.2018
CITY CLERK

DAWSON COUNTY BOARD OF ELECTIONS AND REGISTRATION

BY: _____
GLENDA FERGUSON, CHAIRPERSON

ATTEST:

_____ Date: _____
ASSISTANT TO BOARD OF ELECTIONS

MUNICIPAL ELECTION STRUCTURE

PERSONNEL	AFFILIATION	DUTIES
CITY/COUNTY:	City	Advertise Call for Election w/Qualifying (city prefers 2 weeks)
COUNTY ELECTION SUPERINTENDENT:	County	Candidate Qualification (fees made payable to City) (Qualifying times: Special called 2.5 days – General 4 days)
COUNTY ELECTION SUPERINTENDENT:	County	Inventory Absentee/Election Supplies
	County/State	Design Ballot
	State	Create Ballot Database – TS/OS
	ES&S	Print OS Ballots; Absentee/Provisional/Challenged
COUNTY TECHNICAL CUSTODIAN:	County	Global Elections Management System (GEMS): Upload Database & Memory Cards Voting Equipment: Logic & Accuracy Procedure (L&A)
COUNTY ELECTION SUPERINTENDENT	County	Publish Sample Ballot
COUNTY ELECTION SUPERINTENDENT	County	Order Municipal Electors List
COUNTY ELECTION SUPERINTENDENT	County	Publish Notice of Election
ADVANCE VOTING PRECINCT BOARD (3) : County - Chief Manager County - Assistant Manager (2)	County	OS Absentee Mail-in NO ID / NO Reason required
		TS Advance Voting PHOTO ID / NO Reason required
ELECTION DAY PRECINCT BOARD (3): County – Chief Manager County – Assistant Managers (2)	County	Conduct Election Day Voting – 7 A.M. – 7 P.M.
ABSENTEE BALLOT TABULATION BOARD (3) : County – Chief Manager County – Assistant Managers (2)	County	Tabulate votes – OS & TS Voting equipment
COUNTY TECHNICAL CUSTODIAN	County	Global Elections Management System (GEMS): Download Election Results
PROVISIONAL BALLOT PROCESSING (if applicable)	County	Verify eligibility; process and count- include w/certification
COUNTY ELECTION SUPERINTENDENT / BOER	County	Election Consolidation / Certification

Exhibit "A"

Backup material for agenda item:

7. Consideration of Revised Intergovernmental Agreement with Pickens County Regarding Fire Protection for the Wildcat Community

INTER-GOVERNMENTAL AGREEMENT BETWEEN DAWSON COUNTY, GEORGIA AND PICKENS COUNTY, GEORGIA

TO CONSTRUCT, OPERATE AND MANAGE A FIRE STATION TO PROVIDE FIRE PROTECTION TO THE WILDCAT COMMUNITY

WHEREAS, Dawson County and Pickens County provide fire protection to the citizens of each respective county; and

WHEREAS, the Wildcat Community is located in both Dawson County and Pickens County; and

WHEREAS, limited fire fighting capabilities exist for the Wildcat Community without the ongoing support of Dawson County and Pickens County; and

WHEREAS, Dawson County and Pickens County agree to amend the original Inter-Governmental agreement for fire protection to the Wildcat Community dated October 30, 2008.

NOW, THEREFORE, the parties hereto consent and agree as follows:

1. Pickens County shall maintain the previously constructed fire station located on Monument Road ("the fire station").

2. Pickens County shall provide insurance for the building and contents of the fire station.

3. Pickens County shall assume operation of the fire station and shall operate the fire station as a substation of Pickens County Emergency Services.

4. Dawson County shall transfer title of the existing fire apparatus, known as Engine 8, substantially purchased by the Wildcat Community, and Tender 8 and all contents of station to Pickens County. Pickens County will insure Engine 8 and Tender 8.

5. Dawson County shall leave all existing hoses and equipment currently located on both fire apparatus to Pickens County.

6. Dawson County shall leave the existing radio equipment to Pickens County.

7. Pickens County shall provide training, equipment and workers compensation insurance for accepted volunteer firefighters to serve the fire station.

8. Pickens County and Dawson County may provide cross training as the parties may agree upon from time to time.

9. Pickens County shall provide administrative support and leadership to the fire station.

10. Pickens County shall obtain the necessary Compliance Certification for the fire station from the Georgia Firefighters Standards and Training Council.

11. Pickens County shall pay the cost for telephone and internet. Dawson County shall pay the cost to provide electricity and LP Gas for the fire station.

12. Administrative personnel of Dawson County Emergency Services and Pickens County Fire and Rescue shall share mutual responsibility for administration of this Agreement including the promulgation of necessary regulations, standards, policies or procedures.

13. Dawson County and Pickens County shall utilize the fire station to provide Automatic Aid to adjoining areas in both counties in accord with the current Dawson/Pickens County Automatic Aid Agreement.

14. The terms of this Agreement shall be renewed automatically each year unless 90 days written notice of termination is provided; or a written mutual understanding of both parties is provided.

IN WITNESS THEREOF, the parties hereto have set their hands and affixed their seals on the date and year set forth herein.

ATTEST: **DAWSON COUNTY, GEORGIA**

_____ _____

County Clerk **Billy Thurmond, Chairman**

DATE: _____

ATTEST: **PICKENS COUNTY**

_____ _____

County Clerk **Robert P. Jones, Chairman**

DATE: _____