

**DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA – THURSDAY, SEPTEMBER 17, 2020
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
4:00 PM**

UNFINISHED BUSINESS

1. Presentation of Cable TV Proposals- Information Technology Director Herman Thompson
(First presented at the September 3, 2020, Work Session)

NEW BUSINESS

1. Presentation of a Proposed Quit Claim Deed to Release the County’s Leasehold Interest in That Certain 300-Plus Acres of Real Property Being Sold by Etowah Water & Sewer Authority- County Attorney Angela Davis
2. Presentation of Highway Enforcement of Aggressive Traffic (HEAT) Grant- Sheriff’s Office Chief Deputy Greg Rowan
3. Presentation of Professional Exemption and Budget Increase Request for Production of Schedules and Tables for Rural and Urban Properties- Chief Appraiser Elaine Garrett
4. Presentation of Bailey Waters Road Culvert Rehab Project Change Order 1- Public Works Director David McKee
5. Presentation of 2021 Holiday and Payroll Calendar- Human Resources Director Brad Gould
6. Presentation of 2021 Board of Commissioners Meeting Schedule- County Clerk Kristen Cloud
7. Discussion of Creative Enterprises
8. County Manager Report
9. County Attorney Report

****A Voting Session meeting will immediately follow the Work Session meeting.***

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



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: IT

Work Session: 09.03.2020

Prepared By: Herman Thompson

Voting Session: 09.03.2020

Presenter: Herman Thompson

Public Hearing: Yes No

Agenda Item Title: Presentation of Cable TV Proposals

Background Information:

Cable TV service from Windstream that has been provided to county offices for years has been terminated by Windstream. This is a service Windstream no longer provides to anyone.

Current Information:

We requested quotes from vendors providing installation of TV services from Comcast, DirecTV and Dish Network. Comcast was a no bid. A break-down of the costs associated with installation and monthly services are on the Excel spreadsheet attached. Dish Network has a higher installation cost, but the monthly service costs will be significantly less than DirecTV over time. Because we previously received this service at no charge from Windstream it is not included in the budget. We respectfully request that funds be made available from fund balance for this project.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Approval of Dish Network proposal

Department Head Authorization: Herman Thompson

Date: 08/24/2020

Finance Dept. Authorization: Vickie Neikirk

Date: 8/24/20

County Manager Authorization: David Headley

Date: 8/24/2020

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Installation costs= \$11,950
Annual Service = \$21,635

9/16/2020

Location	Over the Air Vital Link Satellite	
	Installation	Locations
Courthouse	\$ 5,118.00	11
Senior Center (Old)	\$ 653.00	1
Senior Center (New)	\$ 1,273.00	6
Facilities Building	\$ 723.00	2
Public Works Building	\$ 1,058.00	3
Fire Station 1	\$ 1,273.00	7
Fire Station 2	\$ 703.00	2
Fire Station 3	\$ 698.00	1
Fire Station 6	N/A	
Fire Station 7	N/A	
	\$ 11,499.00	33
	Before electrical	

Location	Dish Vital Link Satellite	
	Installation	Receivers
Courthouse	\$ 8,660.00	11
Senior Center (Old)	\$ -	1
Senior Center (New)	\$ -	6
Facilities Building	\$ 250.00	2
Public Works Building	\$ 445.00	3
Fire Station 1	\$ 1,760.00	7
Fire Station 2	\$ 845.00	2
Fire Station 3	\$ 495.00	1
Fire Station 6	\$ -	1
Fire Station 7	\$ -	1
	\$ 12,455.00	35
	Existing service	

	Service Monthly	Service Yearly Total
\$	135.00	\$ 1,620.00
\$	70.00	\$ 840.00
\$	97.98	\$ 1,175.76
\$	75.00	\$ 900.00
\$	85.00	\$ 1,020.00
\$	127.04	\$ 1,524.48
\$	92.00	\$ 1,104.00
\$	85.00	\$ 1,020.00
\$	100.04	\$ 1,200.48
\$	85.00	\$ 1,020.00
\$	952.06	\$ 11,424.72

with Dish - not a new service

Streaming - Hulu + Live TV

	Installation	Hardware
Wireless Access Points		\$ 40,000.00
Chromecast Devices		\$ 1,155.00
Various Cables & Parts		\$ 400.00
Internet Connections		
Hulu + Live TV w/Unlimit		
		\$ 41,555.00

Major IT project with

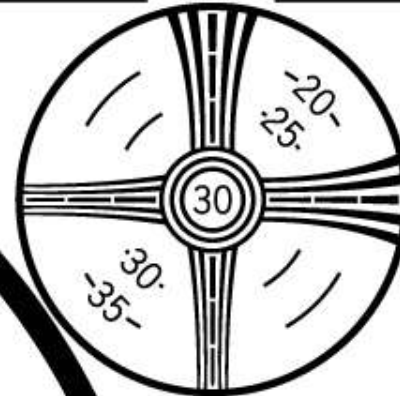
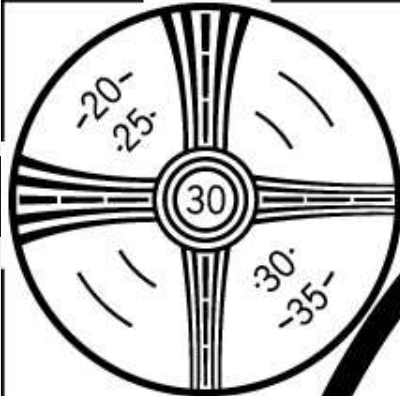
Locations	Service Monthly	Service Yearly Total
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33		
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\$ 1,218.00	\$ 14,616.00
\$ 64.98	\$ 779.76

33	\$ 1,282.98	\$ 15,395.76
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ongoing maintenance



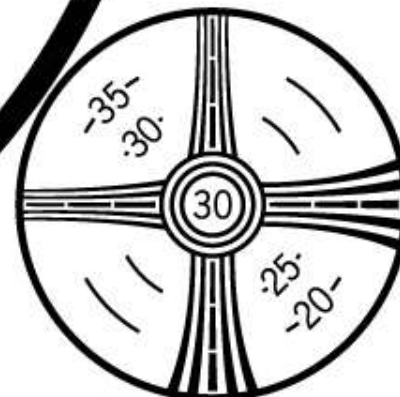
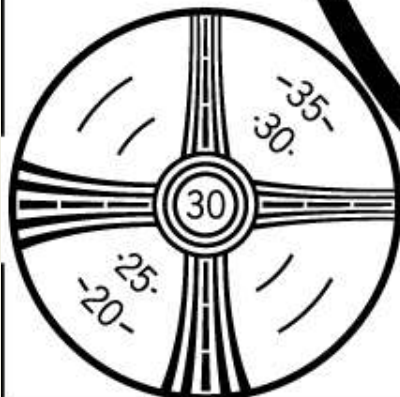
325

50



575

300





4 options for the BOC

- Satellite “Cable” TV (Dish Network)
- Over the Air (aka Rabbit Ears)
- Internet Video Streaming (Hulu)
- Do Nothing



Who are we doing this for?

- Our first responders – Fire & EMS
- Senior Citizens at the Senior Center
- County Leaders & Elected Officials
- County Government Directors & Staff





THE OPTIONS



Satellite TV (Dish Network)

Pros:

- Quality
- Selection
- Reliable
- Vendor Maintained
- Controlled at TV location or based on design
- It just works

Cons:

- Monthly Cost



Over the Air

Pros:

- No monthly recurring cost







Cons:

- Inconsistent signal
- Limited channels - estimated to get 6-8 Channels Max – per vendor
- 3 of those 6 to 8 Channels may be either Spanish or Shopping
- Investment serves a singular purpose
- Highly sensitive to lightning

DTV Coverage

Signal Legends

















			
Strong	Moderate	Weak	No Signal

Incentive Auction (IA) Information

Mouse over the letter for more details about that callsign.

Callsign	Network	Ch#	Band	IA
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Click on callsign for detail

	WPXA-TV	ION	14	UHF	R
	WATC-DT	ETV	57	UHF	R
	WUVG-DT	UNIV	34	UHF	R
	WGCL-TV	CBS	46	UHF	
	WUPA	THE	69	UHF	R
	WPCH-TV	IND	17	UHF	R
	WAGA-TV	FOX	5	UHF	
	WXIA-TV	NBC	11	Hi-V	
	WATL	MY N	36	UHF	
	WSB-TV	ABC	2	UHF	R
	WHSB-TV	TRIN	63	UHF	R
	WNGH-TV	PBS	18	Lo-V	RS
	WGTA	CBS	32	UHF	
	WGTV	PBS	8	Hi-V	R
	WPBA	PBS	30	UHF	
	WYFF	NBC	4	UHF	R



Please note:

These predictions are based on a terrain-sensitive propagation model resembling but not identical to the propagation model used when calculating service and interference contours for licensed broadcast television stations. Actual signal strength may vary based on a variety of factors, including, but not limited to, building construction, neighboring buildings and trees, weather, and specific reception hardware. Your signal strength may be significantly lower in extremely hilly areas. Click on a callsign for details about that station's Incentive Auction repacking plans.

Source: fcc.gov

Vendor says based on experience we can expect 6-8 channels, but there is no guarantee.

Internet Streaming



Pros:

- Quality
- Selection
- Reliable
- Investment serves multiple purposes

Cons:

- Installation Costs
- Maintenance
- Easily Migrates to regular Network traffic and other devices
- On-going Upgrade Costs

hulu

ALL YOUR TV IN ONE PLACE

Get full access to the entire Hulu streaming library along with your favorite live sports, breaking news, can't-miss events, and current shows.



Why is streaming a bad idea?

It's not.

It is just not a good idea – here.

Why?





More Than “Just the Internet”

- E-mail
- Internet Research
- Streaming Meetings
- ZOOM Meetings
- VoIP Phone Calls
- Public Relations
- Building Security
- Facilities Monitoring
- Cyber Security
- Firehouse
- Disaster Recovery Services
- GCIC
- ICON
- Multiple Vendor Services
- Multiple Cloud Based Programs & Services

...and more

What does video streaming data “cost” the network?

■ Standard	480p	562.5MB / hour
■ HD	720p	1.86GB / hour
■ Full HD	1080p	3.04GB / hour
■ Ultra HD	4K	15.98GB / hour

Now multiply that by up to 50+ connections.



Please Wait

Do Nothing

Pros:

- No cost
- One less project we have to deal with



Cons:

- TVs at all government facilities remain dark
- One less source of information to the county
- Danny Thompson will probably call you at home, during dinner to discuss

What have other counties (White & Lumpkin)
near us chosen to do?

DISH NETWORK

After approximately 120 hours of time invested in this research and bid process by the IT department which do we recommend?

DISH NETWORK

Amy

Questions

----- [Space Above Provided For Recorder's Use] -----

AFTER RECORDING, PLEASE RETURN TO:

Linda I. Dunlavy, Esq.
Dunlavy Law Group, LLC
1026 B Atlanta Avenue
Decatur, Georgia 30030

Cross Reference: DB 303, PG 414

QUIT CLAIM DEED

**STATE OF GEORGIA
COUNTY OF DAWSON**

THIS INDENTURE is made this ____ day of _____, 2020, between **DAWSON COUNTY**, a political subdivision of the State of Georgia, as party of the first part (hereinafter referred to as "Grantor"), and, **ETOWAH WATER AND SEWER AUTHORITY**, a political subdivision of the State of Georgia, as party of the second part (hereinafter referred to as "Grantee") (the words "Grantor" and "Grantee" to include the respective heirs, executors, legal representatives, successors and assigns of said parties where the context requires or permits).

WITNESSETH: That Grantor, for and in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration to Grantor in hand paid, at and before the sealing and delivery of these presents, the receipt and sufficiency of which are hereby acknowledged, has granted, bargained, sold, and conveyed, and by these presents does grant, bargain, sell and convey unto Grantee all of the following described land, estates, easements, rights, improvements, property, fixtures, and appurtenances (hereinafter collectively referred to as the "Premises"):

- (a) All that tract or parcel of land lying and being in Land Lots 983, 984, 989, 990, 991, 1050, 1051, 1052, 1053, 1057, 1058 and 1059 of the 4th District of Dawson County, Georgia, totaling approximately 300.549 acres and being more particularly described in Exhibit "A" attached hereto and made a part by reference hereof;
- (b) All buildings, structures and other improvements now located on the Premises; and
- (c) All easements, rights-of-way, strips and gores of land, vaults, streets, ways, alleys, passages, sewer rights, water, water courses, water rights and powers, minerals, flowers, shrubs, crops, trees, timber and other emblements now located on the Premises or under or above the same or any part or parcel thereof, and all estates, rights, titles, interests,

privileges, liberties, tenements, hereditaments and appurtenances, reversion and reversions, remainder and remainders, whatsoever, in any way belonging, relating or appertaining to the Premises or any part thereof, or which hereafter shall in any way belong, relate or be appurtenant thereto, now owned by Grantor.

TO HAVE AND TO HOLD the said bargained Premises and all parts, rights, members and appurtenances thereof, to the use, benefit and behoof of Grantee in fee simple, forever.

THE PURPOSE OF THIS QUIT CLAIM DEED is to terminate and release any interest Grantor may have in the property described in Exhibit A hereto, including any leasehold interest as referenced in that certain Intergovernmental Agreement between the parties hereto which agreement is attached to and a part of an Assignment for Security dated January 26, 1999, and re-recorded on March 30, 1999, in the Dawson County real property records at Deed Book 303, Page 414.

IN WITNESS WHEREOF, Grantor has hereunto set Grantor's hand and affixed Grantor's seal the day and year first written above.

GRANTOR:

DAWSON COUNTY, by and through its Board of Commissioners

Signed, sealed and delivered
in the presence of:

By: _____
Billy Thurmond, Chairman

Unofficial Witness

ATTEST:

Notary Public
My Commission Expires: _____

By: _____
Kristen Cloud, County Clerk

[AFFIX NOTARY SEAL/STAMP]

[AFFIX COUNTY SEAL]

EXHIBIT A

PROPERTY DESCRIPTION

ALL THAT TRACT OF LAND LYING IN LAND LOTS 983, 984, 989, 990, 991, 1050, 1051, 1052, 1053, 1057, 1058 AND 1059 OF THE 4TH DISTRICT OF DAWSON COUNTY, GEORGIA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A ROCK FOUND AT THE LAND LOT CORNER COMMON TO LAND LOTS 991, 992, 1049 AND 1050 OF SAID DISTRICT; THENCE FOLLOWING MADE LINES THROUGH THE LANDS OF ETOWAH WATER AND SEWER AUTHORITY (PER DEED BOOK 296, PAGE 459, DAWSON COUNTY, GEORGIA, RECORDS) THE FOLLOWING 2 COURSES AND DISTANCES: NORTH 57°54'52" EAST A DISTANCE OF 1156.24 FEET TO A NAIL FOUND AND NORTH 43°30'47" EAST A DISTANCE OF 1210.73 FEET TO A 1/2-INCH REBAR FOUND; THENCE FOLLOWING THE DIVISION LINE BETWEEN SAID ETOWAH WATER AND SEWER AUTHORITY TO THE SOUTHWEST, SOUTHEAST AND SOUTH, RESPECTIVELY AND ACCG (PER DEED BOOK 1100, PAGE 87, AFORESAID RECORDS) TO THE NORTHEAST, NORTHWEST AND NORTH, RESPECTIVELY, THE FOLLOWING 4 COURSES AND DISTANCES: SOUTH 78°22'15" EAST A DISTANCE OF 724.72 FEET TO A 5/8-INCH REBAR FOUND, NORTH 74°21'23" EAST A DISTANCE OF 536.70 FEET TO A 5/8-INCH REBAR FOUND, NORTH 54°02'35" EAST A DISTANCE OF 1003.04 FEET TO A 1/2-INCH REBAR FOUND AND SOUTH 89°07'57" EAST A DISTANCE OF 174.22 FEET TO A 1/2-INCH REBAR WITH CAP FOUND ON THE LAND LOT LINE COMMON TO LAND LOTS 984 AND 985 OF SAID DISTRICT; THENCE ALONG SAID LAND LOT LINE, SAID LINE ALSO BEING THE DIVISION LINE BETWEEN SAID ETOWAH WATER AND SEWER AUTHORITY TO THE WEST AND THOMAS P. BRANNON (PER DEED BOOK, 67, PAGE 453, AFORESAID RECORDS) AND MLH FARMS, LLC. (PER DEED BOOK 1319, PAGE 644, AFORESAID RECORDS) TO THE EAST, RESPECTIVELY, SOUTH 01°00'37" WEST, PASSING A 1/2-INCH REBAR FOUND AT A DISTANCE OF 2454.73 FEET, A TOTAL DISTANCE OF 2529.10 FEET TO A POINT IN THE APPROXIMATE CENTERLINE OF ETOWAH RIVER; THENCE RUNNING ALONG THE CENTERLINE OF SAID RIVER AND FOLLOWING THE MEANDERINGS THEREOF AN APPROXIMATE DISTANCE OF 1,222 FEET SAID CENTERLINE BEING SUBTENDED BY AN APPROXIMATE CENTERLINE OF CREEK MEANDER LINE RUNNING ALONG THE FOLLOWING 8 COURSES AND DISTANCES: NORTH 73°04'41" EAST A DISTANCE OF 66.42 FEET TO A POINT, NORTH 55°11'21" EAST A DISTANCE OF 61.46 FEET TO A POINT, NORTH 36°07'50" EAST A DISTANCE OF 188.60 FEET TO A POINT, NORTH 50°49'18" EAST A DISTANCE OF 88.28 FEET TO A POINT, NORTH 81°01'49" EAST A DISTANCE OF 91.22 FEET TO A POINT, SOUTH 80°27'14" EAST A DISTANCE OF 230.24 FEET TO A POINT, NORTH 80°07'52" EAST A DISTANCE OF 276.43 FEET TO A POINT AND NORTH 83°43'48" EAST A DISTANCE OF 219.35 FEET TO A POINT, SAID POINT BEING LOCATED ON THE WESTERLY RIGHT-OF-WAY LINE OF GEORGIA HIGHWAY 9 (VARIABLE RIGHT-OF-WAY); THENCE LEAVING SAID CREEK CENTERLINE AND FOLLOWING SAID RIGHT-OF-WAY LINE THE FOLLOWING 4 COURSES AND DISTANCES: SOUTH 00°38'47" EAST, PASSING A 1/2-INCH REBAR WITH CAP SET AT A DISTANCE OF 60.00 FEET, A TOTAL DISTANCE OF 166.39 FEET TO A POINT, SAID POINT BEING LOCATED 0.68 FEET SOUTHEAST OF A CONCRETE MONUMENT FOUND, SOUTH 89°21'13" WEST A DISTANCE OF 45.00 FEET TO A TO A POINT, SAID POINT BEING LOCATED 1.04 FEET NORTHWEST OF A CONCRETE MONUMENT FOUND (DISTURBED), SOUTH 00°38'47" EAST A DISTANCE OF 349.95 FEET TO A POINT , SAID POINT BEING LOCATED 9.14 FEET NORTHWEST OF A CONCRETE MONUMENT FOUND AND FOLLOWING THE ARC OF A CURVE TO THE RIGHT A DISTANCE OF 51.83 FEET (SAID ARC HAVING A

RADIUS OF 1510.00 FEET AND BEING SUBTENDED BY A CHORD OF SOUTH 00°20'12" WEST A DISTANCE OF 51.83 FEET) TO A 1/2-INCH REBAR WITH CAP SET; THENCE LEAVING SAID RIGHT-OF-WAY LINE AND FOLLOWING THE DIVISION LINE BETWEEN SAID ETOWAH WATER AND SEWER AUTHORITY TO THE NORTHEAST AND DAWSON COUNTY BOARD OF EDUCATION, RIVERVIEW MIDDLE SCHOOL (PER DEED BOOK 1137, PAGE 577, AFORESAID RECORDS) TO THE SOUTHWEST NORTH 81°34'12" WEST A DISTANCE OF 164.90 FEET TO A 1/2-INCH REBAR WITH CAP SET; THENCE FOLLOWING MADE LINES THROUGH THE LANDS OF SAID ETOWAH WATER AND SEWER AUTHORITY, THE FOLLOWING 6 COURSES AND DISTANCES: NORTH 08°25'48" EAST A DISTANCE OF 89.23 FEET TO A 1/2-INCH REBAR WITH CAP SET, NORTH 45°00'00" WEST A DISTANCE OF 110.83 FEET TO A 1/2-INCH REBAR WITH CAP SET, NORTH 81°34'12" WEST A DISTANCE OF 69.16 FEET TO A 1/2-INCH REBAR WITH CAP SET, SOUTH 45°00'00" WEST A DISTANCE OF 64.30 FEET TO A 1/2-INCH REBAR WITH CAP SET, NORTH 81°34'12" WEST A DISTANCE OF 106.87 FEET TO A 1/2-INCH REBAR WITH CAP SET AND SOUTH 08°25'48" WEST A DISTANCE OF 103.62 FEET TO A 1/2-INCH REBAR WITH CAP SET; THENCE FOLLOWING THE DIVISION LINE BETWEEN SAID ETOWAH WATER AND SEWER AUTHORITY TO THE NORTHWEST AND DAWSON COUNTY BOARD OF EDUCATION, RIVERVIEW MIDDLE SCHOOL (PER DEED BOOK 1137, PAGE 577, AFORESAID RECORDS) TO THE SOUTHEAST, THE FOLLOWING 4 COURSES AND DISTANCES: NORTH 81°34'12" WEST A DISTANCE OF 223.19 FEET TO A 1/2-INCH REBAR WITH CAP SET, SOUTH 52°58'38" WEST, PASSING A 1/2-INCH REBAR FOUND AT A DISTANCE OF 851.52 FEET, A TOTAL DISTANCE OF 954.12 FEET TO A 1/2-INCH REBAR, SOUTH 82°04'58" WEST A DISTANCE OF 481.85 FEET TO A 1/2-INCH REBAR FOUND AND SOUTH 45°21'28" WEST A DISTANCE OF 205.38 FEET TO A 1/2-INCH REBAR WITH CAP SET; THENCE FOLLOWING MADE LINES THROUGH THE LANDS OF SAID ETOWAH WATER AND SEWER AUTHORITY, THE FOLLOWING 6 COURSES AND DISTANCES: NORTH 44°38'32" WEST A DISTANCE OF 293.05 FEET TO A 1/2-INCH REBAR WITH CAP SET, SOUTH 44°30'34" WEST A DISTANCE OF 84.59 FEET TO A 1/2-INCH REBAR WITH CAP SET, SOUTH 44°46'20" EAST A DISTANCE OF 49.86 FEET TO A 1/2-INCH REBAR WITH CAP SET, SOUTH 45°21'28" WEST A DISTANCE OF 99.57 FEET TO A 1/2-INCH REBAR WITH CAP SET, SOUTH 00°00'00" EAST A DISTANCE OF 88.59 FEET TO A 1/2-INCH REBAR WITH CAP SET AND SOUTH 44°38'32" EAST A DISTANCE OF 178.90 FEET TO A 1/2-INCH REBAR WITH CAP SET; THENCE FOLLOWING THE DIVISION LINE BETWEEN SAID ETOWAH WATER AND SEWER AUTHORITY TO THE NORTHWEST AND SOUTHWEST, RESPECTIVELY AND DAWSON COUNTY BOARD OF EDUCATION (PER DEED BOOK 828, PAGE 514, AFORESAID RECORDS) TO THE SOUTHEAST AND NORTHEAST, RESPECTIVELY THE FOLLOWING 2 COURSES AND DISTANCES: SOUTH 45°21'28" WEST A DISTANCE OF 221.68 FEET TO A 1/2-INCH REBAR FOUND AND SOUTH 37°40'51" EAST A DISTANCE OF 282.25 FEET TO A 1/2-INCH REBAR WITH CAP SET; THENCE FOLLOWING MADE LINES THROUGH THE LANDS OF SAID ETOWAH WATER AND SEWER AUTHORITY, THE FOLLOWING 5 COURSES AND DISTANCES: SOUTH 63°47'57" WEST A DISTANCE OF 406.64 FEET TO A 1/2-INCH REBAR WITH CAP SET, SOUTH 27°23'24" EAST A DISTANCE OF 59.88 FEET TO A 1/2-INCH REBAR WITH CAP SET, SOUTH 58°08'08" WEST A DISTANCE OF 57.83 FEET TO A 1/2-INCH REBAR WITH CAP SET, SOUTH 13°52'32" WEST A DISTANCE OF 80.75 FEET TO A 1/2-INCH REBAR WITH CAP SET AND SOUTH 31°51'52" EAST A DISTANCE OF 56.36 FEET TO A 1/2-INCH REBAR WITH CAP SET ON THE NORTHERLY RIGHT-OF-WAY LINE OF DAWSON FOREST ROAD (80-FOOT RIGHT-OF-WAY); THENCE ALONG SAID RIGHT-OF-WAY LINE, THE FOLLOWING 14 COURSES AND DISTANCES: SOUTH 55°42'37" WEST A DISTANCE OF 232.99 FEET TO A 1/2-INCH REBAR WITH CAP SET, FOLLOWING THE ARC OF A CURVE TO THE RIGHT A DISTANCE OF 171.29 FEET (SAID ARC HAVING A RADIUS OF 1095.87 FEET AND BEING SUBTENDED BY A CHORD OF SOUTH 60°11'17" WEST A DISTANCE

OF 171.11 FEET) TO A POINT, FOLLOWING THE ARC OF A CURVE TO THE RIGHT A DISTANCE OF 147.50 FEET (SAID ARC HAVING A RADIUS OF 731.53 FEET AND BEING SUBTENDED BY A CHORD OF SOUTH 70°26'32" WEST A DISTANCE OF 147.25 FEET) TO A POINT, FOLLOWING THE ARC OF A CURVE TO THE RIGHT A DISTANCE OF 97.33 FEET (SAID ARC HAVING A RADIUS OF 1058.21 FEET AND BEING SUBTENDED BY A CHORD OF SOUTH 78°51'13" WEST A DISTANCE OF 97.30 FEET) TO A POINT, FOLLOWING THE ARC OF A CURVE TO THE RIGHT A DISTANCE OF 212.74 FEET (SAID ARC HAVING A RADIUS OF 2415.55 FEET AND BEING SUBTENDED BY A CHORD OF SOUTH 84°00'41" WEST A DISTANCE OF 212.67 FEET) TO A POINT, FOLLOWING THE ARC OF A CURVE TO THE RIGHT A DISTANCE OF 161.27 FEET (SAID ARC HAVING A RADIUS OF 886.90 FEET AND BEING SUBTENDED BY A CHORD OF NORTH 88°15'22" WEST A DISTANCE OF 161.05 FEET) TO A POINT, FOLLOWING THE ARC OF A CURVE TO THE RIGHT A DISTANCE OF 131.51 FEET (SAID ARC HAVING A RADIUS OF 592.54 FEET AND BEING SUBTENDED BY A CHORD OF NORTH 76°41'20" WEST A DISTANCE OF 131.24 FEET) TO A POINT, FOLLOWING THE ARC OF A CURVE TO THE RIGHT A DISTANCE OF 213.74 FEET (SAID ARC HAVING A RADIUS OF 1234.19 FEET AND BEING SUBTENDED BY A CHORD OF NORTH 65°22'10" WEST A DISTANCE OF 213.47 FEET) TO A POINT, FOLLOWING THE ARC OF A CURVE TO THE LEFT A DISTANCE OF 187.38 FEET (SAID ARC HAVING A RADIUS OF 5425.52 FEET AND BEING SUBTENDED BY A CHORD OF NORTH 61°23'52" WEST A DISTANCE OF 187.38 FEET) TO A POINT, NORTH 62°23'14" WEST A DISTANCE OF 215.00 FEET TO A POINT, FOLLOWING THE ARC OF A CURVE TO THE RIGHT A DISTANCE OF 249.86 FEET (SAID ARC HAVING A RADIUS OF 7402.83 FEET AND BEING SUBTENDED BY A CHORD OF NORTH 61°25'13" WEST A DISTANCE OF 249.85 FEET) TO A POINT, FOLLOWING THE ARC OF A CURVE TO THE LEFT A DISTANCE OF 208.05 FEET (SAID ARC HAVING A RADIUS OF 4368.01 FEET AND BEING SUBTENDED BY A CHORD OF NORTH 61°49'04" WEST A DISTANCE OF 208.03 FEET) TO A POINT, FOLLOWING THE ARC OF A CURVE TO THE LEFT A DISTANCE OF 247.79 FEET (SAID ARC HAVING A RADIUS OF 821.93 FEET AND BEING SUBTENDED BY A CHORD OF NORTH 71°49'08" WEST A DISTANCE OF 246.85 FEET) TO A POINT AND FOLLOWING THE ARC OF A CURVE TO THE LEFT A DISTANCE OF 179.75 FEET (SAID ARC HAVING A RADIUS OF 3885.24 FEET AND BEING SUBTENDED BY A CHORD OF NORTH 81°46'51" WEST A DISTANCE OF 179.74 FEET) TO A 3/4-INCH CRIMPED TOP PIPE FOUND ON THE LAND LOT LINE COMMON TO LAND LOTS 1059 AND 1060 OF SAID DISTRICT; THENCE LEAVING SAID RIGHT-OF-WAY LINE AND FOLLOWING SAID LAND LOT LINE AND THE LAND LOT COMMON TO LAND LOTS 1049 AND 1050 OF SAID DISTRICT, SAID LINE ALSO BEING THE DIVISION LINE BETWEEN SAID ETOWAH WATER AND SEWER AUTHORITY TO THE EAST AND CITY OF ATLANTA (PN# 087 003) TO THE WEST NORTH 00°03'36" EAST A DISTANCE OF 2008.51 FEET BACK TO THE POINT OF BEGINNING.

CONTAINING 13,091,915 SQUARE FEET OR 300.549 ACRES.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Sheriff's Office

Work Session: 09.17.2020

Prepared By: Sandra Evans

Voting Session: 09.17.2020

Presenter: Major Greg Rowan

Public Hearing: Yes No

Agenda Item Title: Presentation of HEAT Grant

Background Information:

Major Rowan will present the HEAT Grant that has been awarded to the Sheriff's Office.

This grant is for a HEAT Unit (traffic enforcement unit) funded through the Governor's Office of Highway Safety. HEAT stands for Highway Enforcement of Aggressive Traffic.

<https://www.gahighwaysafety.org/campaigns/heat/>

Current Information:

This is a new grant that will cover the cost of 2 vehicles, 2 positions, equipment and some operating expenses. Exact details will be forthcoming.

Attached is a cost summary showing the amount we have been awarded with a breakdown of categories.

This is a time-sensitive item, and we just recently were notified that we were awarded the grant, which starts October 1.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 9/11/20

County Manager Authorization: David Headley

Date: 9/11/2020

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

See attached.

General Application 2021
Organization: Dawson County Sheriff's Office
GA-2021-F.A.S.T. 402 PT-090
Version Date: 09/10/2020 15:15:20
Cost Category Summary

COST CATEGORY	TOTAL	AWARD AMT.
1. Personnel Services (salaries & fringes)	\$93,213.12	\$93,213.12
2. Regular Operating Expenses	\$6,798.98	\$6,798.98
3. Travel	\$2,000.00	\$2,000.00
4. Equipment Purchases	\$18,950.00	\$18,950.00
5. Contractual Services	\$0	\$0
6. Per Diem and Fees	\$0	\$0
7. Computer Charges and Computer Equipment	\$8,902.58	\$8,902.58
8. Telecommunication	\$960.00	\$960.00
9. Motor Vehicle Purchase	\$82,812.00	\$82,812.00
10. Rent Real Estates	\$0	\$0
11. Total	\$213,636.68	\$213,636.68
MATCHING FUNDS		
Local Cash Match (You must enter at least a 0 before saving to force the page to calculate the category totals).	0%	\$0
Federal Participation (percentage of total in Item 11)	100.00%	\$213,636.68



Governor's Office of Highway Safety

7 Martin Luther King Jr Drive • Suite 643 • Atlanta, Georgia 30334
Telephone: 404.656.6996 or 888.420.0767 • Facsimile: 404.651.9107
www.gahighwaysafety.org

Brian P. Kemp
GOVERNOR

Allen Poole
DIRECTOR

September 11, 2020

Dawson County Sheriff's Office
Mr. Jeff Johnson
19 Tucker Avenue
Dawsonville, GA 30534

Re: Application #: GA-2021-Dawson Cou-00090
Grant #: GA-2021-F.A.S.T. 402 PT-090
Project Title: Dawson County Sheriff's Office HEAT
CFDA #: 20.600
FAIN: 69A37520300004020GA0

Dear Mr. Jeff Johnson:

Congratulations! It is my pleasure to inform you that your application in the amount of **\$213,636.68** federal funds has been approved. The effective date of the grant is October 1, 2020 through September 30, 2021. Allowed costs incurred within this period are reimbursable at a rate of 100% of the approved federal funds allocated above. Please keep in mind that all GOHS Grant funds must be identified separately in your accounting system. For additional details, please reference the Grant Terms and Conditions #5 entitled, "Accounting Records/Source Documentation."

As a reminder, GOHS and the National Highway Traffic Safety Administration (NHTSA) must provide your agency with written approval prior to the purchase of any equipment item costing \$5,000.00 or more. Throughout this process, your agency must ensure that their local procurement policies as well as the Buy America Act requirements are followed. If local policies are not available, your agency must use the State of Georgia procurement procedures.

GOHS is required to complete Risk Assessments on each grantee prior to the award and notify the grantee of the outcome. The Risk Assessment is based upon prior grants, audit reports, and/or interaction during the application process. Your agency's Risk Assessment score for the FFY 2021 grant year is **Low**. For additional information, please review the enclosed attachment entitled, "Risk Assessment".

If your jurisdiction/agency (combined) receives federal funds of \$750,000.00 or more in a year, an audit is required in accordance with 2 CFR Part 200, Subpart F. A copy of the audit report must be submitted to the Governor's Office of Highway Safety (GOHS) prior to September 30, 2021.

Agencies awarded federal funds through GOHS are encouraged to receive their reimbursement payments electronically. If your agency received funds in FFY 2020, please review the information previously submitted on your Vendor Management Form (VMF) and update if needed by utilizing the enclosed "revised" VMF. If no changes are needed, GOHS will continue to use the information previously submitted to reimburse electronically. Agencies that did not receive federal funds in FFY 2020 must complete the enclosed VMF. Please note that in completing the VMF, GOHS will complete the Supplier's number under Section 1 along with Section 5 once submitted. Upon completion, please mail the VMF to Mrs. MaJearna Mattox, GOHS Grants Specialist at the above address OR email her at, majeana.matttox@gohs.ga.gov no later than October 15, 2020. Once claims for reimbursement have been



submitted, your agency can verify the payment status on the State of Georgia Accounting Office's vendor management portal at <http://sao.georgia.gov/vendor-payment-management>.

The Grant Terms and Conditions contain important information from GOHS. Enclosed you will find updated Grant Terms and Conditions (FFY 2021) as well as GOHS Special Conditions governing the above-referenced project. These documents clearly identify the guidelines and requirements governing your grant. Please note #1 under Grant Terms and Conditions states that **all grant awards are contingent upon the availability of federal funds**. Promotional/incentive type items may not be reimbursed. This includes, but is not limited to, key chains, shirts, cups, pens, and bags. New for **FFY 2021, all grant announcements must obtain GOHS approval prior to being released to the public**. The procedure for this will be to send your grant announcement to your GOHS Grant Manager. The Grant Manager will ensure the announcement contains the appropriate information and notify you of the approval. You can then release it to your media.

A copy of your grant application may be downloaded at <https://georgia.intelligrants.com>. After logging in, search for your grant by clicking on the Applications/Grants tab at the top of the page. Once you have located the appropriate grant, go to Access Management Tools and you will see the link to create a pdf.

Included with this letter is a copy of your signed certification page for your files.

Should you have questions regarding the content of this letter, please contact your assigned grant manager, Mr. Jared Eaves at (404) 656-6996. GOHS looks forward to your partnership in helping to make Georgia's roadways safer.

Sincerely,



Allen Poole
Director

AP/sw

Enclosures (5)

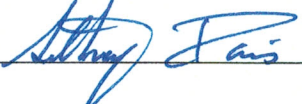
cc: Mr. Anthony Davis, Agency Administrator
Mrs. Sandra Evans, Financial Officer
Mr. Jared Eaves, Planner/Grant Manager



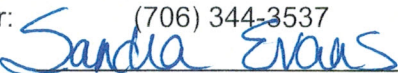
General Application 2021
Organization: Dawson County Sheriff's Office
GA-2021-Dawson Cou-00090
Certification and Signatures

I certify that I understand and agree to comply with the general and fiscal year terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the applicant to perform the tasks as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the grantee; and, that the receipt of grantor funds through the Governor's Office of Highway Safety will not supplant state or local funds. **Monthly reimbursement claim submissions filed electronically are in effect, "electronically signed"**.


Agency Administrator *

Name: Mr. Anthony Davis Title: Lieutenant
Agency: Dawson County Sheriff's Office Address: 19 Tucker Avenue
Dawsonville, GA, 30534
Phone Number: (706) 344-3535 Email Address: adavis@dawsoncountysheriff.org
Fax Number: _____
Signature:  Date: 2/6/2020

Agency Staff *

Name: Mrs. Sandra Evans Title: Human Resources & Budget Manager
Agency: Dawson County Sheriff's Office Address: 19 Tucker Avenue
Dawsonville, GA, 30534
Phone Number: (706) 344-3535 Email Address: sevans@dawsoncountysheriff.org
Fax Number: (706) 344-3537
Signature:  Date: 2/6/2020
FEI Number: 58-6011882

Authorized Official *

Name: Mr. Jeff Johnson Title: Sheriff
Agency: Dawson County Sheriff's Office Address: 19 Tucker Avenue
Dawsonville, GA, 30534
Phone Number: (706) 344-3535 Email Address: jjohnson@dawsoncountysheriff.org
Fax Number: (706) 344-3537
Signature:  Date: 2/6/2020

*** NOTE: AGENCY ADMIN, AGENCY STAFF AND AUTHORIZED OFFICIAL CANNOT BE THE SAME PERSON WITHOUT GOHS APPROVAL. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT GOHS APPROVAL.**

*Amell
2/21/20*



GOVERNOR'S OFFICE OF HIGHWAY SAFETY
7 Martin Luther King Jr. Drive SW
Suite 643
Atlanta, GA 30334

Pre-Award Risk Assessment Form

RATING SCALE

0 – 3	No's	Applicant considered low risk for monitoring	LOW
4 – 7	No's	Applicant considered medium risk for monitoring	MED
8 – 12	No's	Applicant considered high risk for monitoring	HIGH

Based on the above rating scale, applicants will be placed in one risk area. If awarded, sub-recipients will be monitored based on the following:

High Risk

1. Could withhold full or partial payments pending single audit results.
2. Schedule a meeting within the first month of grant award.
3. Require mandatory training attendance by Authorizing Official, Financial Officer and Agency Administrator.
4. Provide training and technical assistance on program related matters.
5. Consider taking enforcement action against the non-compliant applicants.
6. GOHS will make a minimum of 2 visits to the sub-recipient during the grant year.

Medium Risk

1. Schedule a financial review with the applicant.
2. Could withhold full or partial payments pending single audit results.
3. Provide training and technical assistance on program related matters.

Low Risk

1. Standard monitoring.

GOVERNOR'S OFFICE OF HIGHWAY SAFETY GRANT SPECIAL CONDITIONS

H.E.A.T. Law Enforcement

The Georgia Governor's Office of Highway Safety (GOHS) is pleased to award this grant, with the **following special conditions**:

All GOHS grantees are expected to fulfill the following requirements in addition to the terms and conditions in the attached grant application:

1. All grantees are **required** to promote Georgia's safety belt laws, to include the necessity of drivers and passengers wearing safety belts and placing children in age/height appropriate child safety restraints. The most current information can be found on the GOHS website.
2. All grantees are required to publicize the GOHS grant in the media, utilizing print, radio and/or television. **The Grant Announcement must receive prior approval from GOHS before being released to the media.** A record must be kept and provided to GOHS of all print media articles related to the grant as well as a copy of all announcements sent to radio and television stations. If possible, please provide radio/television station verification of the dates and times when announcements were aired.
3. All printed items produced with grant funds or ordered and paid for by this grant must receive prior approval from GOHS and include the current GOHS logo and/or a statement that says either, "*This project is funded by the Georgia Governor's Office of Highway Safety*" or "*The Georgia Governor's Office of Highway Safety is a full partner in this program.*" Photo or scan of final produced item shall be attached with the invoice when filing for reimbursement.
4. All equipment must be purchased within the first 90 days after the grant award effective date. Equipment with a cost of \$5000.00 or more must be approved by GOHS and NHTSA prior to purchase. The agency must ensure that their local procurement policies as well as the Buy America Act are followed.
5. H.E.A.T. activity hours are a condition of the project. GOHS will no longer reimburse based upon a salary of an individual. Please review full Grant Terms and Conditions for further regarding the "General Cost of Government" regulations.
6. Qualified Officers/Deputies assigned to H.E.A.T. activity hours must provide documentation showing hours worked AND hours worked on the project along with enforcement activity on a monthly basis. This documentation will be submitted via GOHS Form 203.
7. Qualified officers/deputies must have sufficient training in traffic enforcement, including Radar, Laser, Standardized Field Sobriety, ARIDE, etc. DRE trained officers are desired and highly recommended. The unit should have at least one certified Child Passenger Safety Technician
8. Grantee receiving funds from GOHS must submit programmatic and claim reports MONTHLY, by the 20th of the following month. Monthly reports must document and support the objectives and activities outlined in grant. No financial claim will be processed without a programmatic report, which supports the expense.
9. Grant amendments, if needed, must be submitted in eGOHS Plus prior to June 30th.
10. Grantee **must** submit a final report. The established due date will be provided by GOHS prior to the end of the grant fiscal year.
11. All grant programs **must** have an evaluation component that is approved by the Governor's Office of Highway Safety.
12. The Grantee **must** participate in a regional Traffic Enforcement Network. This should include monthly meetings, local safety events and campaigns, and press events.

GOVERNOR'S OFFICE OF HIGHWAY SAFETY GRANT SPECIAL CONDITIONS

H.E.A.T. Law Enforcement

13. All grant programs must cooperate fully with entities dealing with traffic safety issues to include but not limited to: MADD, SADD, Safe Kids, Public Health, other enforcement agencies, etc.
14. Law enforcement grantees are encouraged to seek out community partners for the purposes of promoting traffic safety education. These include, but are not limited to, school, civic associations, faith-based organizations, and private businesses.
15. The Grantee must participate in Click-it or Ticket, Drive Sober or Get Pulled Over (Operation Zero Tolerance), Operation Southern Shield, Thunder Task Force, and other National Highway Safety campaigns and report enforcement numbers for each campaign in the GOHS online reporting www.gareporting.com.
16. The Grantee must participate in the Governor's Challenge Program by submitting a Governor's Challenge application package. The due date will be in Mid-May, 2021.
17. Electronic crash reporting should be a high priority for GOHS grantees.
18. Grantees are required to maintain the H.E.A.T. color scheme on vehicles participating in the project. These vehicles shall be Black with silver/ grey lettering (see specification sheet), effective with new vehicles starting with the FFY 2021 grant year.
19. Unless otherwise dictated by the employing agency's policy and/or agency's management, H.E.A.T. officers must issue 1205 suspensions when applicable under Georgia law and must attend all ALS Hearings.
20. Grantee must report when any vehicle purchased with GOHS funds is involved in a crash. A copy of the police report, along with other supporting documents, must be submitted to GOHS within 30 days after the crash.
21. Grantees must obtain prior approval from GOHS before any out of state travel. A **Travel Authorization Form** must be submitted and approved in eGOHS Plus prior to making travel arrangements. Claims and Reports will need to be up-to-date prior to approval.
22. Each participating law enforcement agency will conduct checkpoints and/or saturation patrols on at least four nights during the National impaired driving campaign and will conduct checkpoints and/or saturation patrols on a quarterly basis throughout the remainder of the year.

Please direct any questions about your grant and/or these conditions to
Jared Eaves at jared.eaves@gohs.ga.gov or 404-656-6996.



GEORGIA HIGHWAY SAFETY GRANT APPLICATION

**Governor's Office of Highway Safety
7 Martin Luther King Jr Drive, Suite 643
Atlanta, Georgia 30334
Tel: (404) 656-6996 Fax: (404) 651-9107
www.gahighwaysafety.org**

GRANT TERMS, CONDITIONS AND CERTIFICATION FFY 2021

GRANT TERMS AND CONDITIONS

1. AVAILABILITY OF FEDERAL FUNDS

All grant awards are contingent upon the availability of federal funds.

2. GENERAL REQUIREMENTS

As a condition of each grant awarded, the State will use the grant funds in accordance with the specific statutory and regulatory requirements of that grant, and will comply with applicable laws, regulations, and financial and programmatic requirements for Federal grants, including but not limited to:

- 23 U.S.C Chapter 4 – Highway Safety Act of 1966, as amended
- Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94
- 23 C.F.R. part 1300 – Uniform Procedures for State Highway Safety Grant Programs
- 2 C.F.R. part 200 – Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards
- 2 C.F.R. part 1201 – Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

3. FINANCIAL MANAGEMENT SYSTEMS

Financial management systems shall provide for accurate, current and complete disclosure of financial results for each grant program. These systems must also provide records that identify the application of grant funds; effective control and accountability for all funds and property; comparisons of actual outlays with budgeted amounts; and a systematic method to assure timely and appropriate resolution of audit findings and recommendations.

4. OBLIGATION OF FUNDS

Grant funds may not, without advance written approval by the GOHS, be obligated prior to the effective date or subsequent to the termination date of the grant period. No obligations are allowed after the end of the grant period. The due date for the final claim will be announced by GOHS in the grant closeout letter, generally sent to the sub-recipient during the month of August.

5. ACCOUNTING RECORDS/SOURCE DOCUMENTATION

The sub-recipient must maintain an accounting system, which identifies and separates the source and application of all funds provided for the grant's activities. The system must record and summarize financial transactions in a manner sufficient to permit the required reports to be prepared from them. These financial transactions should be recorded in books of original entry (cash receipts and disbursement journals) and summarized through the use of ledgers, which identify the financial results of the grant's activities. All transactions should be adequately documented and identified in the accounting records in order that they can be traced from the original source documents to the accounting records and then to the monthly claim for reimbursement submitted to GOHS.

The sub-recipient must support accounting records with source documentation such as cancelled checks, paid bills, etc. When personnel services and/or activity hours are funded as part of the grant, the agency shall maintain the following additional documentation:

- payroll records;
- time distribution and attendance records for individual employees;
- salaries and wages of employees, chargeable to more than one project or cost;
- appropriate time distribution records showing time allocated to each function.

Documentation for matching funds must also meet the criteria above.

Support of salaries, wages, and activity hours

Where sub-recipient employees are expected to work solely on a single Federal Award or cost objective, charges for their salaries, wages, and/or activity hours must be supported by semi-annual certification. This document verifies that the employee worked solely on that program for the period covered by the certification and/or activity hours submitted through the reporting process. The certification periods cover October – March and April – September. Sub-recipients with personnel service costs (does not include enforcement/activity hours) within their budget must complete and submit the Semi Annual Certification Form provided by their assigned GOHS Grant Manager no later than thirty (30) days after the close of each period. The form must be signed by the employee or their supervisory official having firsthand knowledge of the work performed by the employee.

6. COSTS

a. ALLOWABLE COSTS

Payment for costs incurred shall be on a reimbursable basis. An advance of funding is not allowable for Highway Safety activities. Cost incurred means the grant must have established a liability for payment.

Items must meet all of the following criteria to be an admissible cost for reimbursement of an approved highway safety grant:

All items must:

- be an item or service approved in the grant.
- represent an actual expenditure and be chargeable to the grant.
- be incurred on or after the authorized effective date of the grant and on or before the ending date of the grant period.
- be necessary for proper and efficient administration of the project and be allocated to the activities in the grant
- be reasonable when compared to unit value.
- be reduced by all applicable credits.
- be in the pro-rata share of the approved project (when allowable costs are to be allocated or pro-rated to a project, an allocation or pro-ration worksheet must be prepared and retained by the agency for audit).
- be permissible under federal, state and local laws, regulations and practices.
- not result in a profit or other increment to the sub-recipient, unless the profit is used to advance the project within the grant limits.
- not be allocated to, or included, as a cost of any other federally financed program.

b. UNALLOWABLE COSTS

- Promotional/ Incentive type items
- Compensation for time spent in court.
- Compensation for overtime paid at one and a half times pay unless the following conditions are met:
 - 1) Payments for overtime, which are clearly defined, and separately delineated in the grant application, exhibited as a separate cost category in the budget pages of the grant application, **and pre-approved by GOHS.**

2) A plan for overtime payment, including the existing departmental or agency overtime policy for non-project personnel, must be submitted for review and approval by GOHS prior to expense being incurred.

- Employee's salary while pursuing training nor to pay the salary of the employee's replacement, except where the employee's salary is supported with federal funds under an approved GOHS project.

Contact your GOHS Grant Manager if there are any questions or concerns regarding allowable or unallowable costs.

7. EDUCATION AND TRAINING

Development costs associated with new training curriculums and materials are allowable if they will not duplicate materials already developed for similar purposes by DOT/NHTSA/FHWA or by other states and are approved by the NHTSA/FHWA Regional Administrator. This does not preclude modifications of present material necessary to meet particular state and local instructional needs.

In order for the cost of training to be approved for funding in the grant, the following criteria apply:

- All personnel to receive training must currently be working in an area dealing with the highway safety grant or project.
- The person(s) receiving the training will be used in a highway safety area or project for a reasonable period of time after receiving the training.
- The training requested must be critical to the operation of the highway safety grant/project.

8. PROGRAM INCOME

Program income means gross income earned by the sub-recipient from grant-supported activities. Program income may include but is not limited to revenue from service fees, sale of commodities acquired with federal funds, use of rental fees for property acquired with federal funds and royalties on patents and copyrights.

Income generated from a highway safety funded grant must be utilized in operation of the project, to defray on-going expenses during the grant period and should be credited against expenses claimed. Documentation shall be maintained for any such income. Agencies no longer receiving highway safety financial assistance but generating income from previously supported activities are encouraged to use the income to support continuation of the highway safety activity.

Proceeds from the sale of equipment will be handled in accordance with the requirements outlined in this chapter's Property Management Section and reported using the Property Management Form.

9. CASH MANAGEMENT

Cash drawdowns will be initiated only when actually needed for disbursement (i.e., as close as possible to the time of making disbursements). Cash disbursements and balances will be reported in a timely manner as required by 2 CFR 200.302.

For sub-recipients, grantees must establish reasonable procedures to ensure the receipt of reports on subgrantees' cash balances and cash disbursements in sufficient time to enable them to prepare complete and accurate cash transactions reports to the awarding agency. Grantees must monitor cash drawdowns by their subgrantees to assure that they conform substantially to the same standards of timing and amount as apply to advances to the grantees. 2 CFR 200.302.

Failure to adhere to these provisions may result in the termination of drawdown privileges.

10. REIMBURSEMENT/PAYMENT

Automated Clearing House (ACH)

- a. Effective January 1, 2012, sub-recipients are highly encouraged to receive their claim for reimbursement payment electronically. Upon receipt of GOHS award letter, sub-recipient must complete and submit the Vendor Management Form (VMF). Reimbursement could be delayed if sub-recipient fails to submit the VMF.

Sub-recipient's Reimbursement Checks

- b. Sub-recipients approved by GOHS to receive a reimbursement check must agree to cash the check within 60 days from the date listed on the face of the check. Sub-recipient understands that the holding of reimbursement checks may result in payment being cancelled by GOHS.

11. LAW ENFORCEMENT AGENCIES ONLY

In the case of grants involving traffic law enforcement activities, sub-recipient will ensure the completion of the Georgia Uniform Motor Vehicle Accident Report form for all crashes occurring within their jurisdiction. Sub-recipient will further ensure that said report is forwarded to the Georgia Department of Transportation within 14 days of the end of the month in which the crash occurred.

Electronic Crash Reporting and Citation Systems

- a. GOHS strongly encourages all law enforcement agencies to implement/participate in the electronic crash report and citation systems, which provide for reporting local crash and citation data electronically. Sub-recipient's participation here provides for better data analysis.

12. EQUIPMENT

Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the sub-recipient; or the State, by formal agreement with appropriate officials of a political subdivision or State agency, shall cause such equipment to be used and kept in operation for highway safety purpose 2 CFR 200.313.

GOHS retains the right to reclaim any equipment item purchased with federal highway safety funds provided through this grant. This right is established when any one of the following applies:

- a. The equipment item is not being used for the purposes for which it is purchased.
- b. The sub-recipient can no longer perform established objectives detailed in the grant;
- c. If the sub-recipient fails to comply with State and Federal laws or policies that govern the terms and conditions of this grant.

The equipment shall be delivered and/or made available to GOHS within thirty (30) days after GOHS's written request.

13. GENERAL COSTS OF GOVERNMENT (Supplanting)

The sub-recipient shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled. Costs for personnel and/or activity hours can only be reimbursed for the time spent directly on the project.

The replacement of routine and/or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is considered to be General Cost of Government and is not allowable. Failure to comply with this requirement could result in the following actions:

- Refund to GOHS its portion of compensation (salary/fringe benefits/activity hours) previously received.

- Termination of the federally funded grant.

If a grant employed person is unable to fulfill his or her duties for more than 12 consecutive weeks (FMLA), the sub-recipient is expected to replace that employee. Contact your assigned GOHS Grant Manager for additional instructions.

NOTE: See also Grant Terms and Conditions #53 below

14. PROJECT IMPLEMENTATION

The sub-recipient agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first progress report and claim submission.

a. eGOHS Plus Login Process

Active sub-recipients utilizing eGOHS Plus are required to login at least once per grant year. This includes the Agency's Authorized Official (AO), the Agency Administrator (AA), and the Agency Staff (AS). If the AO, AA, or AS fail to use their login in eGOHS Plus within 12 consecutive months, their login status will become deactivated and then it will require the eGOHS Plus System Administrator to reactivate their status.

b. GOHS Certification Page

Sub-recipient must inform GOHS **immediately** when changes occur within the Agency's Authorized Official (AO), the Agency Administrator (AA), or the Agency Staff (AS). Sub-recipient agrees to submit a new GOHS Certification page signed by the AO, AA, and AS in blue ink. The new form must be submitted to the assigned GOHS Grant Manager no later than five (5) days after the change has been made in eGOHS Plus.

15. MODIFICATIONS/BUDGET AND PROGRAM

If after the implementation date of a project, it becomes necessary to make budget revisions, programmatic changes or schedule modifications, the sub-recipient should detail the modification necessary and the justification for the change. Written modifications are necessary for all budget changes, time extensions beyond the approved ending date and for any major deviations from project goals and objectives. The request for the modification must be submitted within eGOHS Plus by the sub-recipient and approved by GOHS prior to any purchases or changes within the project. The modification is not approved until the sub-recipient receives approval notice through eGOHS Plus. Contact your assigned GOHS Grant Manager for specific instructions to request modifications.

16. MONITORING AND REPORTING PROGRAM PERFORMANCE

Sub-recipient shall constantly monitor the performance of grant activities to ensure that time schedules and other performance goals are being achieved. Actual progress toward established goals and objectives shall be compared monthly and reasons for not meeting objectives shall be reported. A Final Report must be completed and submitted in eGOHS Plus after the project ends. All sub-recipients will be notified of the due date before the project ends.

Grant monitoring by GOHS personnel will begin soon after the effective date of the grant and periodically thereafter for the duration of the project. Monitoring visits may review, in detail, the progress of the project, record keeping and support documents, accountability of equipment, budget, time frames, and ensure monies obligated are spent in accordance with the grant agreement.

17. PROCUREMENT STANDARDS

Sub-recipients will follow the same policies and procedures it used for procurement covered by their non-grant funds. These procedures must be written and should reflect applicable state and local laws and regulations. The sub-recipients procurement system will provide for maximum open and free

competition concerning its procurement transactions.

Sub-recipient will maintain a written code of conduct governing the performance of their employees engaged in the award and administration of contracts and bids. No employee, officer or agent of the sub-recipient shall participate in selection, or in the award or administration of a contract or bid supported by Federal funds if a conflict of interest, real or apparent, would be involved.

Sub-recipient procedures will provide for review of proposed procurement to avoid purchase of unnecessary or duplicate items. Whenever possible, the sub-recipient should enter into state and local intergovernmental agreements for the procurement of common goods.

The sub-recipient will maintain records sufficient to detail the significant history of the purchase.

Equipment items with a unit cost of \$5,000.00 or more must have prior written approval from NHTSA through GOHS before being purchased.

18. REPORTS

The sub-recipient shall submit, at such times and in such forms as may be prescribed, such reports as the Governor's Office of Highway Safety (GOHS) may reasonably require, including monthly financial reports, progress reports, final financial reports and evaluations reports. A Final Report must be completed and submitted in eGOHS Plus after the project ends. All sub-recipients will be notified of the due date before the project ends.

Monthly programmatic/activity reports and claims are due to GOHS by the 20th of the following month in which services are provided. (Example: October's Reports are due in eGOHS Plus on or before November 20th.)

Should GOHS choose to include sub-recipients in an evaluation to measure the effectiveness of a grant program, the agency agrees to cooperate fully with the evaluation and provide information related to the grant.

The Georgia Electronic Records and Signatures Act (O.C.G.A. § 10-12-1 et. seq.) recognizes the legal validity of transactions carried out electronically and permits the recording and retention of information and documents in electronic form. It goes further to define the term "electronic record" as information created, transmitted, received, or stored by electronic means and retrievable in human perceivable form. Compliance with this act will allow the Governor's Office of Highway Safety to receive and process monthly financial claims based on the electronic submission of the claim forms through our eGOHS Plus program. The Authorized parties that submit the claims electronically are in effect signing to the validity of these expenditures in lieu of submitting a signed form. A signed form is still an acceptable method of submitting a claim but is no longer required as stated in this Code Section.

The integrity of the eGOHS Plus adopted and established by GOHS personnel has become intrinsic in the ability to manage grants as effectively and efficiently as possible. Effective October 1, 2007 GOHS authorized payments based on the electronic submission of claims and no longer require a hard copy with original signatures from the sub-recipient.

19. PROPERTY MANAGEMENT

Non-expendable tangible personal property acquired by the sub-recipient wholly or in part with federal funds, will have title vested in the sub-recipient subject to the following management requirements and restrictions on use and disposition of the property:

A. Insurance

Sub-recipient are required to carry full coverage on any motor vehicle purchased with grant funds as long as GOHS retains an interest in the vehicle.

- B. The sub-recipient shall retain the property as long as it is used and there is a need for it to accomplish the purpose of the grant program, whether or not the program continues to be assisted by federal funds. **(NOTE: If GOHS terminates a grant for cause prior to the end of the project period, disposition instructions for equipment will be issued within 30 calendar days after the end of the federal support of the project for which it was acquired.)** Procedures for sub-recipient to manage the equipment until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained, including a description of the property, a serial number or other identification numbers, title holder, the acquisition date, cost of the property, percentage of federal participation in the cost of the property, the location, use and condition of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be investigated and reported to GOHS within 30 days.
4. Adequate maintenance procedures must be developed to keep the property in good condition.

- C. For lost, stolen, or destroyed equipment that had a purchase price of \$5,000 or more OR when original or replacement equipment acquired under a grant is no longer needed for the original project, or for other activities currently or previously supported by a federal agency, **disposition of the equipment** will be made as follows:

1. Sub-recipient must submit to the GOHS Grant Manager a written request & GOHS Form 301 detailing their reason(s) to dispose of the equipment.
2. Upon receipt of the written request, GOHS Grant Manager will investigate and review the request with GOHS Director/Deputy Director. Upon their approval, a letter will be sent to NHTSA requesting approval to dispose of the equipment.
3. Once the disposition has been determined by NHTSA, the sub recipient (Authorized Official, Agency Administrator, and Agency Staff) will be notified of the decision which will include instructions on how to proceed.
4. Finance Director tags disposal of equipment in GOHS inventory.

20. PUBLIC INFORMATION AND EDUCATION

Projects receiving GOHS funding will be reviewed to determine if a Public Information and Education (PI&E) task needs to be an integral part of the effort. Where applicable, the GOHS staff will assist in the development and coordination of any public information activities.

Public Information and Education activities shall be included in monthly activity reports and the final reports. Copies of PI&E materials should be included as an attachment to these reports.

To be eligible for reimbursement, expenditures of funds for public information activities must have prior approval of GOHS. All public information material should recognize the support of GOHS, National Highway Traffic Safety Administration and/or Federal Highway Administration as applicable.

Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of Federal Government shall include closed-captioning of the verbal content of such announcement.

Federal highway safety funds cannot be used to pay the costs of advertising space or time unless special written permission has been granted by GOHS. GOHS may also seek approval from The National Highway Traffic Safety Administration.

21. PRODUCED MATERIALS/ ITEMS

Materials/items produced as part of the grant shall indicate that the project is sponsored by the Governor's Office of Highway Safety. All public awareness/education materials/items developed as a part of a highway safety grant are to be submitted in draft to GOHS for written approval prior to the final production and/or distribution. Prior to submission of the request for payment of such material/item, the sub-recipient shall submit to GOHS all materials/items produced as part of the grant.

22. OBSERVANCE OF NATIONAL SAFETY WEEKS

All sub-recipients shall assist the Governor's Office of Highway Safety in promoting the observance of "National Child Passenger Safety Week" (September); "Click It or Ticket" (May and November); "Drive Sober or Get Pulled Over" (Operation Zero Tolerance) (July, September, and December) and "100 Days of Summer H.E.A.T." (Summer Months) as requested.

23. SELF-SUFFICIENCY ASSURANCE

State and local agencies must demonstrate the willingness and the ability to assume the costs of continuing activities after highway safety funding assistance has been terminated. The level of activity on continuation projects should extend to a point in the future substantially beyond the project expiration date. There should not be a significant reduction of the level or thrust of the effort.

24. SUBCONTRACTS

If a sub-recipient needs to obtain a contract to perform certain phases of the work outlined in the approved grant, a subcontract may be initiated. GOHS must give written approval of the subcontract prior to its execution. The subcontract must cover the work to be accomplished by the subcontractor. All costs associated with contractual services must meet the same requirements for reimbursement as those for the sub-recipient.

25. TRAVEL

Travel costs must be directly related to work under the highway safety grant or incurred in the normal course of administering the grant. Reimbursement should be consistent with those costs normally allowed by the sub-recipient agency in its regular operations.

Should a sub-recipient not have a specific written travel reimbursement policy, the State of Georgia Travel Regulations should be used. Travel costs are only reimbursed for those funded by the grant unless prior written approval is obtained from GOHS.

Out-of-state travel must be approved by GOHS *prior* to making travel arrangements. Travel arrangements include conference registrations, flights, hotel, etc. The sub-recipient must have funds available in their grant to cover the expenses. If a budget revision is necessary to cover expenses, the revision must be approved prior to commencement of travel. All requests for out-of-state travel must

be submitted in eGOHS Plus on the Travel Authorization Form. Please provide GOHS at least one month to grant approval. Unforeseen travel expenses may be reimbursed with the GOHS Director's (or designee) approval.

On some occasions, GOHS may hold workshops, conferences, etc. and directly pay the associated travel costs of attendees. Sub-recipients must maintain these costs separate from their regular grant record to prevent confusion during an audit or review.

26. PERFORMANCE

This grant may be terminated or fund payments discontinued by GOHS where it finds a substantial failure to comply with the provisions governing these funds or regulations promulgated, including those grant conditions or other obligations established by GOHS. In the event the sub-recipient fails to perform the services described herein, and has previously received financial assistance from GOHS, the sub-recipient shall reimburse GOHS the full amount of the payments made.

However, if the services described herein are partially performed, and the sub-recipient has previously received financial assistance, the sub-recipient shall proportionally reimburse GOHS for payments made. This grant agreement may also be terminated due to non-availability of funds.

27. GRANT CLOSEOUT PROCEDURES

Upon completion of the grant, settlements of adjustment and payments shall be made after final claims for reimbursement and final program reports are received. Grants may be suspended, payments may be withheld or sub-recipients may be prohibited from incurring additional expenses, if a sub-recipient has failed to comply with the stipulations, standards or conditions of the grant awarded.

GOHS may terminate any grant, in part or in whole at any time before the completion of the grant, whenever it is determined that the sub-recipient has failed to comply with the conditions of the grant. Also a grant may be terminated when both parties agree that continuation of the grant would not produce beneficial results. Provisions for project termination are further detailed in the grant agreement and should be reviewed prior to approval.

All grant funded purchases must be requested, purchased, invoiced and delivered prior to September 30.

28. APPLICABLE FEDERAL REGULATIONS:

Sub-recipients must comply with all applicable federal and state laws and requirements including:

- 2 CFR part 225 - Cost Principles for State, Local and Indian Tribal Government
- 2 CFR Part 220 - Cost Principals for Educational Institutions
- 2 CFR 200.500 - Audit of State and Local Governments, Non-Profit Organizations
- 2 CFR part 230 - Cost Principles for Non-profit Organizations

29. APPLICABLE STATE REGULATIONS:

- O.C.G.A. § 10-12-1 (Electronic Signatures)

Note: State of Georgia: <https://law.justia.com/codes/georgia/2010/title-10/chapter-12/>

30. AUDIT REQUIREMENTS

Sub-recipient agrees to comply with the following audit requirements:

Non-Federal entities that expend \$750,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions 2 CFR part 200,

subpart F.

An entity includes not only the sub-recipient, but also the entire jurisdiction. As an example, if your agency were a city police department the entity would encompass the entire city. If your agency were a county agency, the entity would encompass the entire county. Therefore, to determine if your agency falls within the requirements to submit an audit, the federal funds for the entire city, county, etc. must be considered, not just the funds expended in your grant.

The audit requirements are established to determine whether (a) financial operations are conducted properly, (b) the financial statements are presented fairly, (c) the organization has complied with laws and regulations affecting the expenditure of federal funds, (d) internal procedures have been established to meet the objectives of federally assisted programs, and (e) financial reports to the Federal Government contain accurate and reliable information. In an organization wide audit, GOHS funds must be clearly identified using the applicable Catalog of Federal Domestic Assistance (CFDA) number.

Audits shall be carried out in accordance with generally accepted auditing standards as adopted by the American Institute of Certified Public Accountants Guidelines for the Audit of State and Local Governments, as well as the booklet "Standards for Audit of Governmental Organizations, Programs, Activities and Functions," by the Comptroller General of the United States and 2 CFR part 200, subpart F or 2 CFR part 215 whichever is applicable.

The audit report must include as a minimum the following:

- Financial statements including a supplemental schedule covering federal funds expended during the audit period.
- A study and evaluation of the recipient's internal control system.
- A study and evaluation of the contracting agency's compliance with the laws and regulations for federally funded programs.
- A schedule of all questioned costs and incidents of noncompliance related to the federally funded project.

The sub-recipient's response to all findings and questioned costs, including corrective action taken or planned and the disposition of questioned costs, must accompany the audit report. This information must be sent to GOHS within 30 days of receipt of the audit report.

Failure to furnish an acceptable audit, as determined by the state and/or federal cognizant audit agency, may be a basis for denial and/or refund of federal funds. Federal funds determined to have been misspent are subject to refund or other resolution.

31. ACCESS TO RECORDS

The Governor's Office of Highway Safety, the Comptroller General of the United States, or any of their authorized representatives, shall have the right to access any pertinent books, documents, papers, equipment purchased with federal funds, and records of the sub-recipient or subcontractor for the purpose of making audits, examinations, excerpts and transcripts.

32. COMPLIANCE WITH STATEWIDE REPORTING REQUIREMENTS

The sub-recipient, as a condition of the grant, must comply with all state criminal justice reporting requirements mandated by law, or agency regulation. This includes, but is not limited to the following Sections of the Official Code of Georgia Annotated.

- 24-3-17 Admissibility of certified copies of records of Department of Public Safety or Department of Driver Services or comparable agencies in other states; admissibility of computer transmitted records
- 40-6-278 The commissioner of transportation shall prescribe, by rule, uniform motor

vehicle accident reports and reporting procedures that shall be used by all police officers, whether state, county, or municipal.

40-13-1 The commissioner of driver services shall develop a uniform traffic citation and complaint form for use by all law enforcement officers who are empowered to enforce the traffic laws and ordinances in effect in this state.

36-70-20 Service Delivery Strategy Act

33. COURT PAY

The Governor's Office of Highway Safety cannot reimburse expenditures for court pay. Section 24-10-27 of the Official Code of Georgia Annotated, entitled witness fee for police officers, etc., indicates that expenditures for court pay to law enforcement officers shall be paid by the governing body authorized to disperse public funds for the operation of the court. Therefore, no federal funds can be utilized to supplant these local funds.

34. NONDISCRIMINATION

The State highway safety agency and subrecipients will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of

limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

During the performance of this contract/funding agreement, the contractor/funding recipient agrees

- To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
- To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part

35. BUY AMERICA ACT

The State and each subrecipient will comply with provisions of the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

36. POLITICAL ACTIVITY (HATCH ACT)

The sub-recipient will comply as applicable, with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

37. CONFLICTS OF INTEREST

Personnel and other officials connected with this grant shall adhere to the requirements given below:

1. No official or employee of a state or unit of local government or of non-government grantees/sub-recipient shall participate personally through sole approval or disapproval of a grant application or a grant's budgetary matters, when doing so would create a conflict of interest, potential conflict of interest, or appearance of impropriety.
2. Appearance: An appearance of a conflict exists when a reasonable person would conclude from the circumstances that an employee's ability to protect the public interest, or perform public duties, is compromised by personal interests. An appearance of conflict could exist even in the absence of a true conflict. In the use of these grant funds, officials or employees of state or local units of government and non-governmental grantees/sub-recipient shall avoid any action which might result in, or create the appearance of:
 - Using his or her official position for private gain;
 - Giving preferential treatment to any person;

- Losing complete independence or impartiality;
 - Making an official decision outside official channels; or
 - Affecting adversely the confidence of the public in the integrity of the government or the program.
3. The sub-recipient certifies that the provisions of the Official Code of Georgia Annotated, Section 45-10-20 through 45-10-28, as amended, which prohibits and regulates certain transactions between certain state officials, employees and the state of Georgia, have not been violated and will not be violated in any respect.

38. COPY RIGHT

Except as otherwise provided in the terms and conditions of this grant, the sub-recipient or a contractor paid through this grant is free to copyright any books, publications or other copyrightable materials developed in the course of or under this grant. However, the federal awarding agency and/or GOHS reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government and/or GOHS purposes:

- the copyright in any work developed under this grant or through a contract under this grant; and,
- any rights of copyright to which a grantee or sub-recipient purchases ownership with grant support.

The federal government's rights and/or GOHS's rights identified above must be conveyed to the publisher and the language of the publisher's release form must ensure the preservation of these rights.

39. RECORD RETENTION

All financial, statistical and other pertinent records shall be retained for at least three (3) years after submission of the final expenditure report. In the event any litigation, claims or audit has been initiated involving sub-recipient's records before the end of the three period, the records will be retained for three (3) years after the litigation, claim or audit is resolved. Non-expendable property records shall be retained for three (3) years after the disposition of the property.

40. SAFETY BELT UTILIZATION AND COMPLIANCE WITH GEORGIA'S SAFETY BELT AND CHILD RESTRAINT LAWS

Sub-recipients must have a written agency seat belt policy. Emphasis will be placed on encouraging each employee to use safety belts and comply with Georgia safety belt and child restraint laws.

41. CONFIDENTIAL INFORMATION

Any reports information, data given to or prepared or assembled by the sub-recipient under this grant which GOHS requests to be kept confidential shall not be made available to any individual or organization by the sub-recipient without prior written approval GOHS.

42. DRUG-FREE WORK PLACE CERTIFICATION

The sub-recipient will provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the sub-recipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b) Establishing a drug-free awareness program to inform employees about:
 - i) The dangers of drug abuse in the workplace.

- ii) The sub-recipient's policy of maintaining a drug-free workplace.
- iii) Any available drug counseling, rehabilitation, and employee assistance programs.
- iv) The penalties that may be imposed upon employees for drug violations occurring in the workplace.
- c) Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - i) Abide by the terms of the statement.
 - ii) Notifying the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- e) Notifying the agency within ten (10) days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction.
- f) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted –
 - i) Taking appropriate personnel action against such an employee, up to and including termination.
 - ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agencies.
- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) above.

This certification is required by the federal regulations implementing the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989 Federal Register, require certification by state agency grantees that they will maintain a drug-free workplace. The certification is a material representation of fact upon which reliance will be placed when GOHS determines to award the grant. False Certification or violation of the Certification shall be grounds for suspension of payments, suspension or termination of the grant; or government-wide suspension or debarment.

43. SPECIALIZED EQUIPMENT/OCCUPANT PROTECTION DEVICE PURCHASES

Costs for the following items are subject to compliance with any applicable standards and specifications established by NHTSA, the Research and Special Programs Administration, The American College of Surgeons or by other nationally recognized standard-setting agencies (or by state standards and specifications, as long as they are at least as stringent as applicable national standards and specifications.): 1) police traffic radar and speed measuring devices and costs for re-certification of such devices used by the police and 2) Alcohol/drug testing devices and costs for re-certification of such devices.

Child restraint devices purchased with Highway Safety grant funds must meet Federal Motor Vehicle Safety Standard 49 CFR 571.213. Bicycle helmets purchased with Highway Safety grant funds must meet 16 CFR Part 1203 (Consumer Product Safety Commission) standards or those of the Snell Memorial Foundation.

44. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

The state will comply with FFATA guidance by reporting to FSRS.gov for each sub-grant award:

- a) Name of the entity receiving the award;
- b) Amount of the award;

- c) Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source;
 - d) Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; and an award title descriptive of the purpose of each funding action;
 - e) Sub-recipients Unique entity identifier (formerly DUNS);
 - f) The names and total compensation of the five most highly compensated officers of the entity if—of the entity receiving the award of the parent entity of the recipient, should the entity be owned by another entity;
 - g) Other relevant information specified by the Office of Management and Budget guidance.
- i) The entity in the preceding fiscal year received –
 - 1. Eighty percent (80%) or more of its annual gross revenues in Federal awards; and
 - 2. \$25,000,000.00 or more in annual gross revenues from Federal awards; and
 - ii) The public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;

45. COMPLIANCE AGREEMENT

The sub-recipient agrees to abide by all Terms and Conditions including “Special Conditions” placed upon the grant award by GOHS. Failure to comply could result in a “Stop Payment” being placed on the grant and/or repayment by the sub-recipient of costs deemed unallowable.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Governor's Office of Highway Safety determines to award the covered transaction, grant or cooperative agreement.

46. RACIAL PROFILING

If any agency or organization is found to have engaged in “racial profiling,” GOHS reserves the right to terminate the grant immediately. The term “racial profiling” means the practice of a law enforcement officer relying, to any degree, on race, ethnicity, or national origin in selecting individuals to subject to routine investigatory activities, or in deciding upon the scope and substance of law enforcement activity following the initial routine investigatory activity, except that racial profiling does not include reliance on such criteria in combination with other identifying factors when the law enforcement officer is seeking to apprehend a specific suspect whose race, ethnicity, or national origin is part of the description of the suspect (U.S. H.R. 2074).

47. LOBBYING

Certification Regarding Federal Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

48. RESTRICTION ON STATE LOBBYING

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

49. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the

department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.

4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Tier Covered Transactions

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the

covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment. Suspension. Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

50. POLICY TO BAN TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging while Driving, sub-recipients are encouraged to:

- A. Adopt and enforce workplace safety policies to decrease crashes caused by distracted driving including policies to ban text messaging while driving:
 - Company-owned or Government-owned, leased or rented vehicles; or
 - Privately-owned when on official Government business or when performing any work on or behalf of the Government.
- B. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
 - Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

51. PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

The state and each sub-recipient will not use 23 USC Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

52. LAW ENFORCEMENT VEHICULAR PURSUITS

Law enforcement agencies are encouraged to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police (IACP) that are currently in effect. (23C 402(j))

53. ACTIVITY HOURS- LAW ENFORCEMENT/PROSECUTOR

Federal grant funds may not be used for activities considered “general costs of government” (2 CFR § 200.444) according to long-standing Federal law, codified in the government-wide rule for Federal grants (the Supercircular), unless specifically allowed under the Federal statute or regulation. The rationale is that Federal funds should not support costs incurred by a State or locality in the ordinary course of conducting its own affairs. General costs of government include salaries and other expenses associated with government operation. The Supercircular specifically identifies “police” (i.e., law enforcement) and “prosecutors,” who carry out government services normally provided to the general public. (2 CFR § 200.444 (a) (4-5)).

- Training for a non-grant-related purpose, such as to satisfy employer or professional requirements, and compensations costs for the time spent in that training are **NOT** allowable costs. (EX: General POST training to maintain certification is not an allowable expense)
- Cell phones, cell phone service, body cameras, etc are not allowable since they are generally assigned to a single person and considered “General Costs of Government.”

54. SEXUAL HARASSMENT PREVENTION

The State of Georgia promotes respect and dignity and does not tolerate sexual harassment in the workplace. The State is committed to providing a workplace and environment free from sexual harassment for its employees and for all persons who interact with state government. All State of Georgia employees are expected and required to interact with all persons including other employees, contractors, and customers in a professional manner that contributes to a respectful work environment free from sexual harassment. Furthermore, the State of Georgia maintains an expectation that its contractors and their employees and subcontractors will interact with entities of the State of Georgia, their customers, and other contractors of the State in a professional manner that contributes to a respectful work environment free from sexual harassment.

Pursuant to the State of Georgia’s Statewide Sexual Harassment Prevention Policy (the “Policy”), all contractors who are regularly on State premises or who regularly interact with State personnel must complete sexual harassment prevention training on an annual basis.

A contractor, including its employees and subcontractors, who have violated the Policy, including but not limited to engaging in sexual harassment and/or retaliation may be subject to appropriate corrective action. Such action may include, but is not limited to, notification to the employer, removal from State premises, restricted access to State premises and/or personnel, termination of contract, and/or other corrective action(s) deemed necessary by the State.

(i) If Contractor is an individual who is regularly on State premises or who will regularly interact with State personnel, Contractor certifies that:

- (a) Contractor has received, reviewed, and agreed to comply with the State of Georgia’s Statewide Sexual Harassment Prevention Policy located at <http://doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/jointly-issued-statewide-policies/sexual-harassment-prevention-policy>;

- (b) Contractor has completed sexual harassment prevention training in the last year; or will complete the Georgia Department of Administrative Services' sexual harassment prevention training located at <http://doas.ga.gov/human-resources-administration/sexual-harassment-prevention/hr-professionals/employee-training> (scroll down to section for entities without a LMS section) or this direct link <https://www.youtube.com/embed/NjVt0DDnc2s?rel=0> prior to accessing State premises and prior to interacting with State employees; and on an annual basis thereafter; and,
 - (c) Upon request by the State, Contractor will provide documentation substantiating the completion of sexual harassment training.
- (ii) If Contractor has employees and subcontractors that are regularly on State premises or who will regularly interact with State personnel, Contractor certifies that:
- (a) Contractor will ensure that such employees and subcontractors have received, reviewed, and agreed to comply with the State of Georgia's Statewide Sexual Harassment Prevention Policy located at <http://doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/jointly-issued-statewide-policies/sexual-harassment-prevention-policy>;
 - (b) Contractor has provided sexual harassment prevention training in the last year to such employees and subcontractors and will continue to do so on an annual basis; or Contractor will ensure that such employees and subcontractors complete the Georgia Department of Administrative Services' sexual harassment prevention training located at <http://doas.ga.gov/human-resources-administration/sexual-harassment-prevention/hr-professionals/employee-training> (scroll down to section for entities without a LMS section) or this direct link <https://www.youtube.com/embed/NjVt0DDnc2s?rel=0> prior to accessing State premises and prior to interacting with State employees; and on an annual basis thereafter; and
 - (c) Upon request of the State, Contractor will provide documentation substantiating such employees and subcontractors' acknowledgment of the State of Georgia's Statewide Sexual Harassment Prevention Policy and annual completion of sexual harassment prevention training.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Tax Assessors Office

Work Session: 09/17/2020

Prepared By: Elaine Garrett/Melissa Hawk

Voting Session: 10/01/2020

Presenter: Elaine Garrett

Public Hearing: Yes No

Agenda Item Title: Presentation of Request to Approve Professional Exemption and Budget Increase for Production of Schedules and Tables for Rural and Urban Properties

Background Information:

On February 5, 2020, the County Manager approved an agreement with McCormick Solutions to perform a review of the commercial and industrial property, which included developing cost schedules and land schedules to property value land, in the amount of \$9,500, using funds within the Tax Assessor's 2020 approved budget. All work met the requirements of the Georgia Department of Revenue and the Board of Assessors. This work afforded McCormick Solutions the opportunity to familiarize themselves with the county and which included some of the rural and urban properties.

Current Information:

The Tax Assessor's Office requests that a professional exemption and agreement is granted to McCormick Solutions to develop rural and urban land schedules to properly value land by developing neighborhood and location adjustments and tables. McCormick Solutions will review sales for ancillary value items using the county derived improvement values. Data entry will be completed by McCormick Solutions using the system utilized by the county. An appraiser registered with the Georgia Real Estate Appraiser Board will be provided to attend hearings and assist with appeals. Two days of Board of Equalization hearings is included in the proposal. All work will be completed meeting the requirements of the Georgia Department of Revenue and the Board of Assessors. An increase to the Tax Assessor's budget of \$39,500 will need to be approved to complete the project.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
100	1550	521200			\$39,500	

Recommendation/Motion: Staff respectfully requests the Board to approve a budget increase to the Tax Assessor's Office in the amount of \$39,500, to approve a professional agreement exemption and contract to McCormick Solutions to perform the scope to produce schedules and tables for rural and urban properties.

Department Head Authorization: Elaine Garrett

Date: 09/09/2020

Finance Dept. Authorization: Vickie Neikirk

Date: 9/10/2020

County Manager Authorization: David Headley

Date: 09/10/2020

County Attorney Authorization:

Date:

Comments/Attachments:

Scope of Work Agreement from McCormick Solutions

McCormick Solutions a division of LMC Inc



APPRAISALS | ANALYTICS

Proposal for Rural/Urban Land
Dawson County Georgia

Terry McCormick
8/14/2020

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McCormick Solutions Inc., respectfully submits the following bid proposal for the Rural/Urban Dawson County, Georgia.

Items of Submission:

The cost submitted for this request covers the following items:

- Developing land schedules when properly applied values land.
 - These schedules will be developed using methods of lot, front foot, squarefoot or acreage as deemed appropriate by company and county.
- Applying schedules into County’s CAMA system
- Documenting work
- Reviewing sales for other ancillary value items
 - Using county derived improvement values
- Providing list of sales with extracted values and other non-land values
- Review and edit all data, information and values prior to mailing of assessment notices
- Generating sales ratio studies for commercial and industrial properties that meet the requirements of the Georgia Department of Revenue and the Board of Assessors.
- Providing an appraiser registered with the Georgia Real Estate Appraiser Board for hearings or assistance with appeals.

Cost of Services: \$39,000

Appeals and appeal preparation per diem per appraiser \$500

Company Information:

Along with references, McCormick Solutions a division of LMC, Inc. would like to submit information regarding the company and appraisal work performed in Georgia.

Additional Company Information:

Company Name	LMC, Inc.
Principle Owners	Terry McCormick
Business Address	3439 Kelly Bridge Rd Dawsonville GA 30534
Phone Number	Terry McCormick: 770-262-1385

County References during last 5 Years:

County Name	Address	Telephone	Contact
Randolph	P O Box 344 Cuthbert GA 39840	229-732-2522	Bob Taylor
Crisp	210 S 7 th St Room 301 Cordele GA 31015	229-276-2635	Sean Sammons
Gordon	P O Box 533 Calhoun GA 30703	706-629-6812	Dana Burch
Gwinnett	75 Langley Dr Lawrenceville GA 30046	770-822-7200	Stewart Oliver
Burke	P.O. Box 46 Waynesboro, GA 30830	706-554-2607	Philip Wren
Coweta	37 Perry Street Newnan, GA 30263	770-254-2680	Mike Marchese

County Contracts in Progress:

County Name	Address	Telephone	Contact
Gwinnett County	75 Langley Dr Lawrenceville, GA 30046	770-822-7200	Stewart Oliver

Contract for Services

County of Dawson

State of Georgia

THIS CONTRACT AND AGREEMENT is made and entered into this ____ day of _____ 2020, by and between Dawson COUNTY, GEORGIA, a political subdivision of the state of Georgia, acting by and through its Board of Tax Assessors (herein, the “County”) and McCormick Solutions a division of LMC Inc, (herein the “Company”) for the purposes of providing services in the production of schedules and tables for rural and urban properties in Dawson County, Georgia.

Scope of Service

- Neighborhood and location adjustments and tables will be developed and applied where market conditions dictate.
- Developing rural and urban land schedules to properly value land.
 - These schedules will be developed using methods of lot, front foot, square foot or acreage as deemed appropriate by company and county.
 - Soils to be reviewed by GIS1 for verification
- Documenting work
- Work to be consistent with the Georgia Appraisers Procedures Manual
- Reviewing sales for other ancillary value items
 - Using county derived improvement values
- Providing list of sales with extracted values and other non-land values
- Review and edit all data, information and values prior to mailing of assessment notices
- Generating sales ratio studies for all real property that meet the requirements of the Georgia Department of Revenue and the Board of Assessors.
- Providing an appraiser registered with the Georgia Real Estate Appraiser Board for hearings or assistance with appeals.
- 2 days of BOE hearings included
- Data Entry included by the company

County expectations

County will continue to provide adequate computers for work to be completed via VPN access

County will have all mapping completed and parcel layer GIS file available by February 15, 2021 with current 2021 splits available.

County will mail timber extraction letters to 2018, 2019, 2020 sale properties over 25 acres.

McCormick Solutions, a division of LMC Inc.

With delivery of the work and approval to the Board of Assessors, invoice will be due to the sum of \$39,000, due within 30-days of approval of the Dawson County Board of Assessors. Date for delivery no later than May 21st 2021, unless the date for completion is moved with written consent of both parties.

for the sum of: \$ **\$39,000**

2 days of appeal assistance, 2 days of preparation, 2 certified appraisers included in proposal

Appraiser Per Diem cost (includes expenses) for appeal assistance \$ **500.00**

Termination in General: The County or the company may terminate this contract with a 30-day written notice to the respective party.

Invoices: Invoices will be billed based on above statement and approved by the Board of Assessors. Invoices are net 30 days, after 31 days 1 ½ interest will be added to all late payments.

Insurance Coverage:

Insurance coverage for LMC INC. is provided through State Farm Insurance. A certificate of coverage will be faxed upon LMC, Inc. being awarded the contract.

Terry McCormick
McCormick Solutions, Chief Executive Officer

Date

Jim Perdue
Dawson County Board of Assessors, Chairman

Date

Billy Thurmond
Dawson County Board of Commissioners, Chairman

Date

Conflict of Interest & Authorized Signature:

I, Terry McCormick, as Chief Executive Officer of McCormick Solutions do state that there are no circumstances that create conflict of interest in performing the services of this contract.

I, also, state that I am authorized to submit this proposal for McCormick Solutions.

Terry McCormick

McCormick Solutions, Chief Executive Officer



DAWSON COUNTY FINANCE DEPARTMENT

PROFESSIONAL EXEMPTION MEMORANDUM

TO : Billy Thurmond, Dawson County, BOC Chairman
THRU: David Headley, County Manager
FROM: Melissa Hawk, Purchasing Manager
RE : McCormick Solutions, Inc.
DATE: September 9, 2020

Elaine Garrett, Chief Appraiser, and I are requesting that a professional exemption be granted for McCormick Solutions, Inc. to perform services needed by the Dawson County Tax Assessor's office for the appraisal and development of agricultural and rural land schedules.

McCormick Solutions contracted with the Tax Assessor's Office on February 5, 2020 to perform the same type of services for the commercial and industrial parcels within Dawson County. It is felt that with the company's familiarity of the area and utilizing software familiar by the county staff, it would be in the best interest of the county to allow a professional exemption for this firm.

The scope of services entails the following tasks: developing land schedules, applying schedules into the county's CAMA system, reviewing sales for other ancillary value, providing list of sales with extracted values/other non-land values, review/edit all data prior to assessment notices, generating sales ratio studies and assist county, if needed, during hearings/appeals, through a board registered appraiser.

If the request for professional exemption is not granted, the preliminary dates listed above would need to be expanded by 6 weeks.

The quote from McCormick Solutions is in the amount of \$39,500.00; for all scope of services as depicted above.

Please initial either the approved or disapproved statement or then sign and date below for these services.

Thank you,

Melissa Hawk
Dawson County – Purchasing
Purchasing Manager

-Signature Page to Follow-

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



Vickie Neikirk
Chief Financial Officer

Accounting

Accounts Payable

Accounts Receivable

Budget

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

____ I approve the above professional exemption request.

____ I disapprove the above professional exemption request.

Signature: _____

Date: _____



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Public Works

Work Session: 9/17/2020

Prepared By: David McKee

Voting Session: 9/17/2020

Presenter: David McKee

Public Hearing: Yes No

Agenda Item Title: Bailey Waters Road Culvert Rehab Project Change Order 1

Background Information:

May 21, 2020: the Board of Commissioners approved a contract with Townley Construction to rehabilitate four cross culverts under Sweetwater Juno and Bailey Waters roads. Sweetwater Juno has been completed and the extensions, and the backfill and shoulder buildup have been completed on Bailey Waters Road. The total contracted amount to Townley Construction is \$453,000.

Current Information:

The current condition of the pipe is degraded to the point that the liner shall be upsized to account for the shape of the current pipes. The contractor has requested a change order of \$13,540 for the increased pipe liner size. The pipe cannot be lined as scoped. No project contingency was approved; as such staff requested approval of the change order one as well as an additional \$5,000 of contingency budget for rip rap upon completion of the lining.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
324	4220					

Recommendation/Motion: Staff recommends approval of change order 1 and approval of \$5,000 additional project budget to be funded from SPLOST VI fund balance.

Department Head Authorization: David McKee

Date: 9-9-2020

Finance Dept. Authorization: Vickie Neikirk

Date: 9/9/20

County Manager Authorization: David Headley

Date: 9/09/2020

County Attorney Authorization:

Date:

Comments/Attachments:



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Human Resources

Work Session: 9.17.2020

Prepared By: Brad Gould

Voting Session: 10.01.2020

Presenter: Brad Gould

Public Hearing: Yes _____ No X

Agenda Item Title: Presentation of 2021 Payroll Calendar and 2021 Holiday Schedule

Background Information:

Human Resources is responsible for updating the Payroll and Holiday Calendar each year.

Current Information:

Presentation of the Dawson County 2021 Payroll and Holiday Calendar. Payroll calendar has no significant changes from 2020.

Christmas Day will be observed as a holiday on Monday 12/27/2020 as Christmas is on a Saturday.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: Brad Gould

Date: 9/10/2020

Finance Dept. Authorization: Vickie Neikirk

Date: 9/10/20

County Manager Authorization: David Headley

Date: 9/10/2020

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

See Attached Payroll and Holiday Schedule.

PAYROLL CALENDAR FOR 2021

PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	CHECK DATE	MONTH	PAY PERIOD #	MONTHLY PAYROLL CHECK DATE
12/26/2020	1/8/2021	1/15/2021	JANUARY	1	1/15/2021
1/9/2021	1/22/2021	1/29/2021		2	
1/23/2021	2/5/2021	2/12/2021	FEBRUARY	3	2/12/2021
2/6/2021	2/19/2021	2/26/2021		4	
2/20/2021	3/5/2021	3/12/2021	MARCH	5	3/15/2021
3/6/2021	3/19/2021	3/26/2021		6	
3/20/2021	4/2/2021	4/9/2021	APRIL	7	4/15/2021
4/3/2021	4/16/2021	4/23/2021		8	
4/17/2021	4/30/2021	5/7/2021	MAY	9	5/14/2021
5/1/2021	5/14/2021	5/21/2021		10	
5/15/2021	5/28/2021	6/4/2021	JUNE	11	6/15/2021
5/29/2021	6/11/2021	6/18/2021		12	
6/12/2021	6/25/2021	7/2/2021	JULY	13	
6/26/2021	7/9/2021	7/16/2021		14	7/15/2021
7/10/2021	7/23/2021	7/30/2021		15	
7/24/2021	8/6/2021	8/13/2021	AUGUST	16	8/13/2021
8/7/2021	8/20/2021	8/27/2021		17	
8/21/2021	9/3/2021	9/10/2021	SEPTEMBER	18	9/15/2021
9/4/2021	9/17/2021	9/24/2021		19	
9/18/2021	10/1/2021	10/8/2021	OCTOBER	20	10/15/2021
10/2/2021	10/15/2021	10/22/2021		21	
10/16/2021	10/29/2021	11/5/2021	NOVEMBER	22	11/15/2021
10/30/2021	11/12/2021	11/19/2021		23	
11/13/2021	11/26/2021	12/3/2021	DECEMBER	24	
11/27/2021	12/10/2021	12/17/2021		25	12/15/2021
12/11/2021	12/24/2021	12/31/2021		26	
12/25/2021	1/7/2022	1/14/2022	JANUARY	1	

2021 HOLIDAY SCHEDULE

New Year's Day 1/1/2021	Veteran's Day 11/11/2021
MLK Day 1/18/2021	Thanksgiving 11/25/2021
President's Day 2/15/2021	Day After Thanksgiving 11/26/2021
Memorial Day 5/31/2021	Christmas Eve 12/24/2021
Independence Day 7/4/2021	Christmas Day 12/25/2021
Labor Day 9/6/2021	New Year's Day 1/1/2022
Floating Holiday -may be taken at employee's discretion during the year	** (7/5/2021)
	** (12/27/2021)
	** (12/31/2021)

**If a federal holiday falls on Saturday it is usually observed on Friday (the day before), and when it falls on Sunday it is observed the following Monday. The dates the federal holidays are observed are shown in parentheses.

No insurance deductions withheld



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: BOC

Work Session: 09.17.2020

Prepared By: Kristen Cloud

Voting Session: 10.01.2020

Presenter: Kristen Cloud

Public Hearing: Yes ___ No X

Agenda Item Title: Presentation of 2021 Board of Commissioners Meeting Schedule

Background Information:

BOC Meetings

- Meetings are held the first and third Thursday each month. Work sessions begin at 4 p.m.; executive sessions (as needed) begin at 5 p.m.; and voting sessions begin at 6 p.m.

Current Information:

Please see accompanying document: Dawson County Board of Commissioners Proposed Meeting Calendar 2021.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Approve BOC 2021 Meeting Schedule/Calendar

Department Head Authorization: ___

Date: ___

Finance Dept. Authorization: Vickie Neikirk

Date: 9/9/20

County Manager Authorization: David Headley

Date: 9/09/2020

County Attorney Authorization: ___

Date: ___

Comments/Attachments:

Dawson County Board of Commissioners Proposed Meeting Calendar 2021

**Dawson County Board of Commissioners
Proposed Meeting Calendar 2021**

4 p.m. Work Session

5 p.m. Executive Session (as needed)

6 p.m. Voting Session

01/21/21
02/04/21
02/18/21
03/04/21
03/18/21
04/01/21
04/15/21
05/06/21
05/20/21
06/03/21
06/17/21
07/01/21
07/15/21
08/05/21
08/19/21
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09/16/21
10/07/21
10/21/21
11/04/21
11/18/21
12/02/21
12/16/21

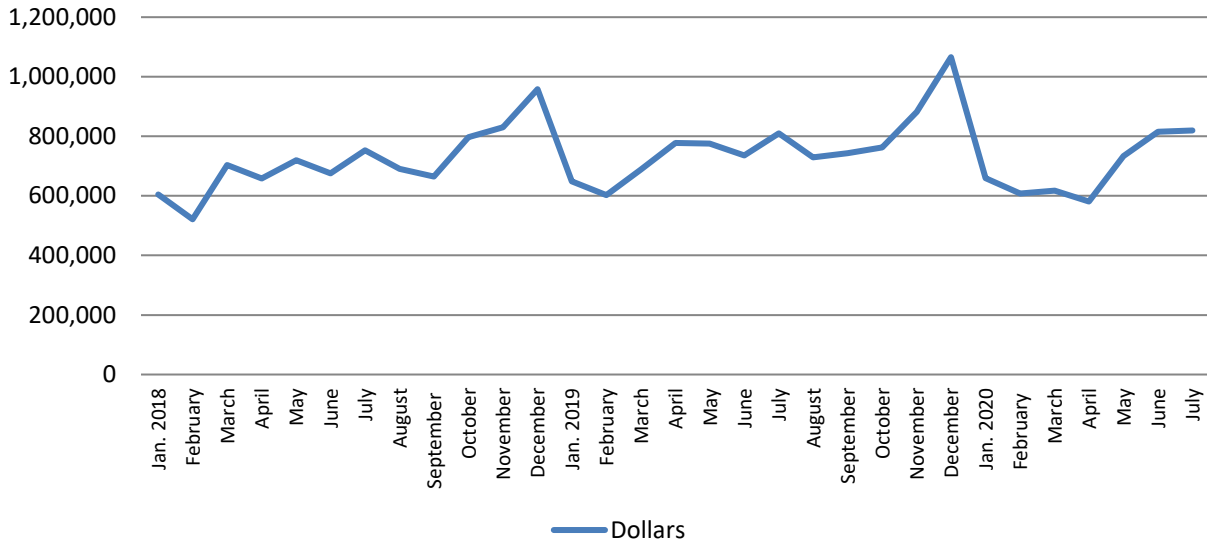
*Note: Work Session Agenda Items Generally Move Forward To The
Following Meeting's Voting Session For BOC Consideration*

**Meetings are held in the Dawson County Government Center Assembly Room
(second floor), located at 25 Justice Way, Dawsonville, Georgia 30534.**

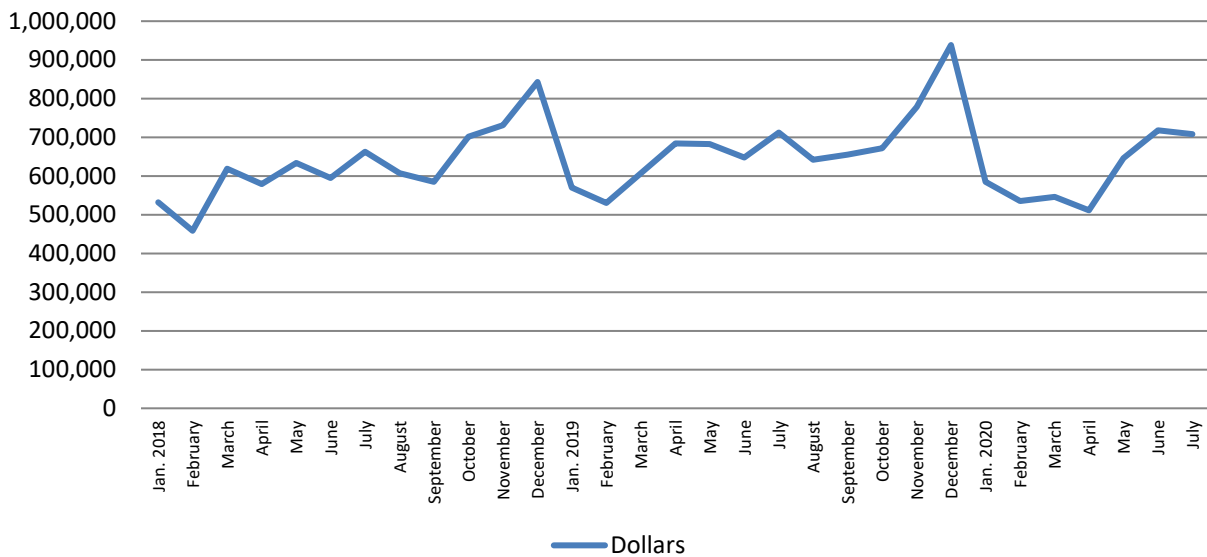


Key Indicator Report
August 2020

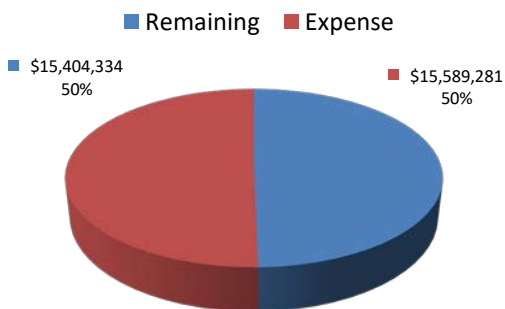
SPLOST VI COLLECTION CHART



LOST COLLECTION CHART

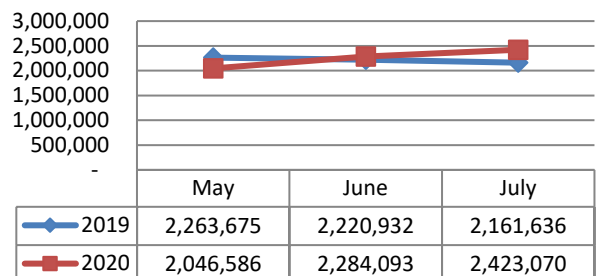


Budget

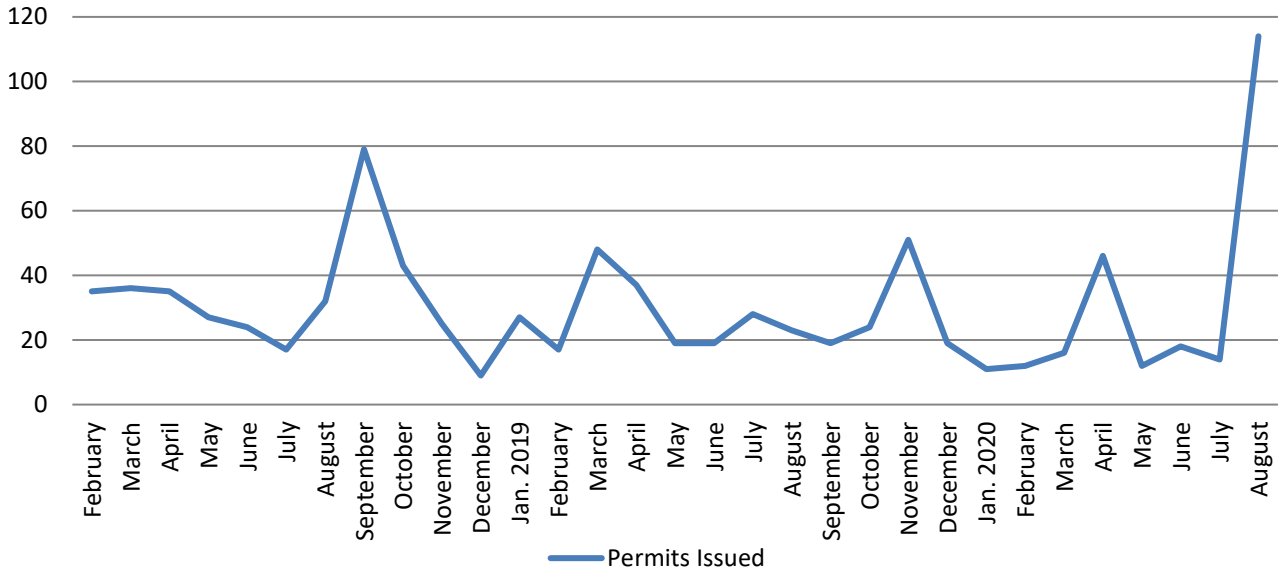


Through 07/31/2020

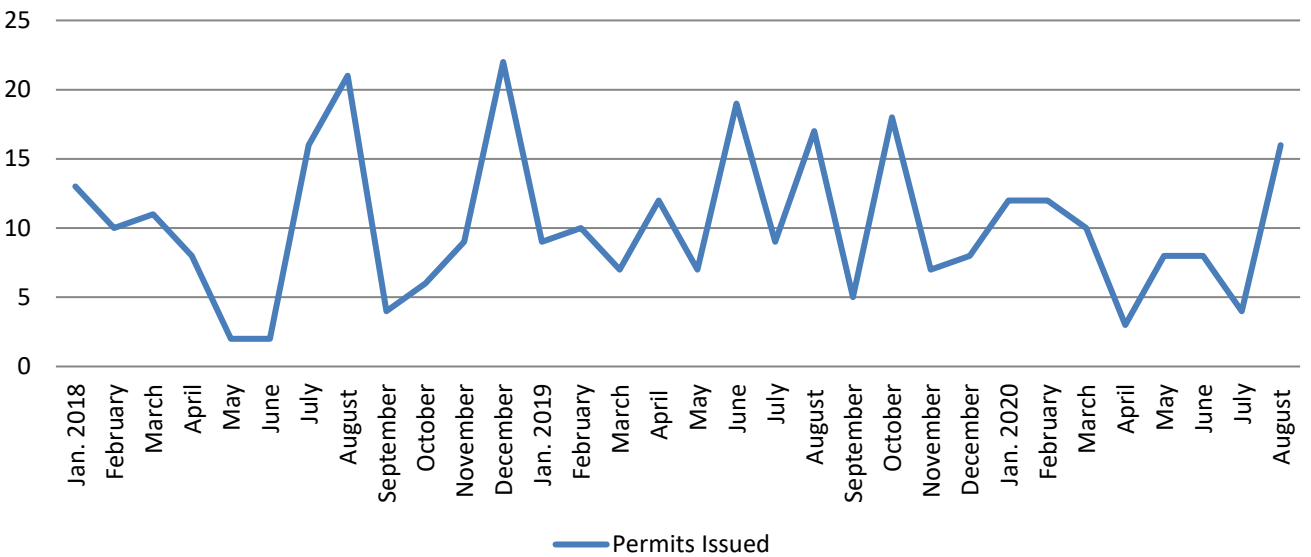
All Revenue Per Month



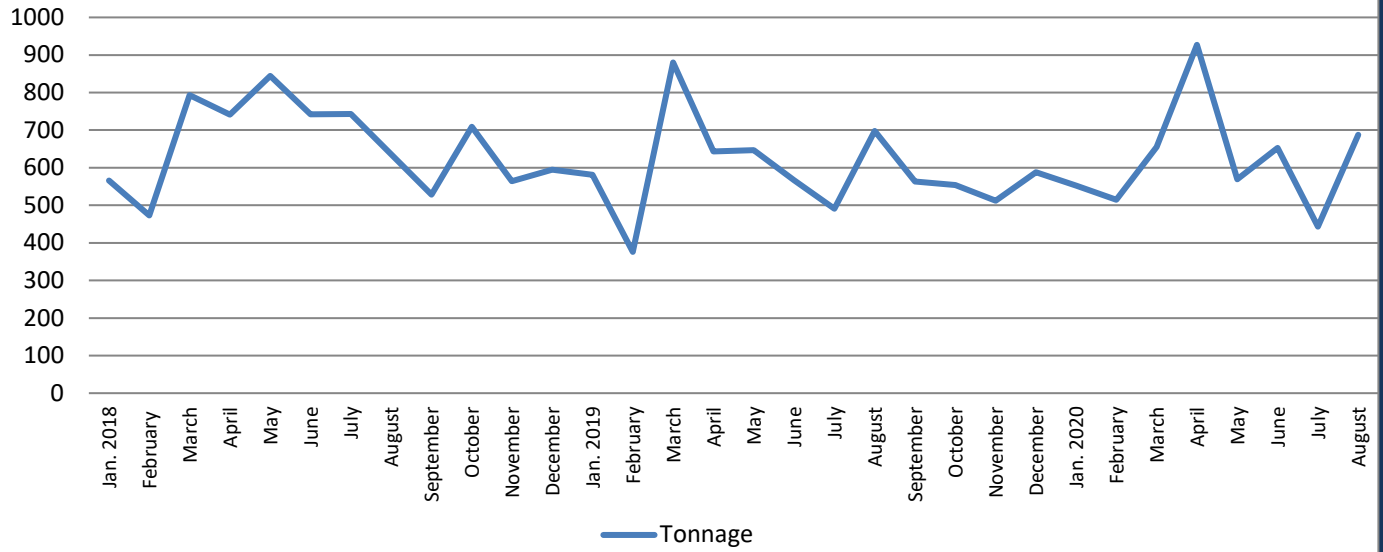
SINGLE FAMILY HOME BUILDING PERMITS ISSUED



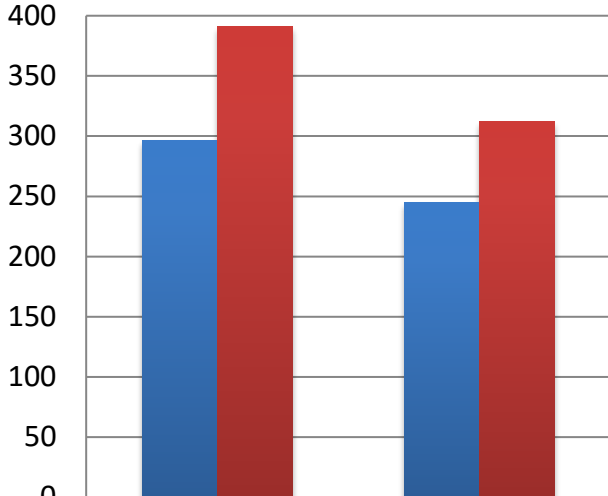
COMMERCIAL BUILDING PERMITS ISSUED



TRANSFER STATION TONNAGE COLLECTION

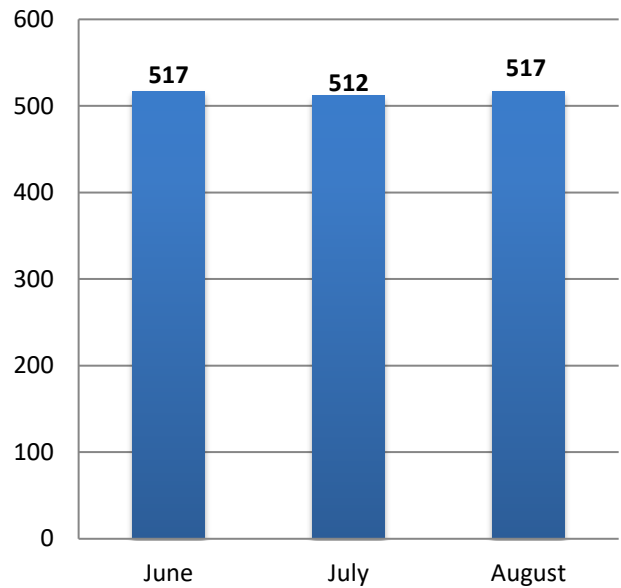


EMS/Fire Calls for Service

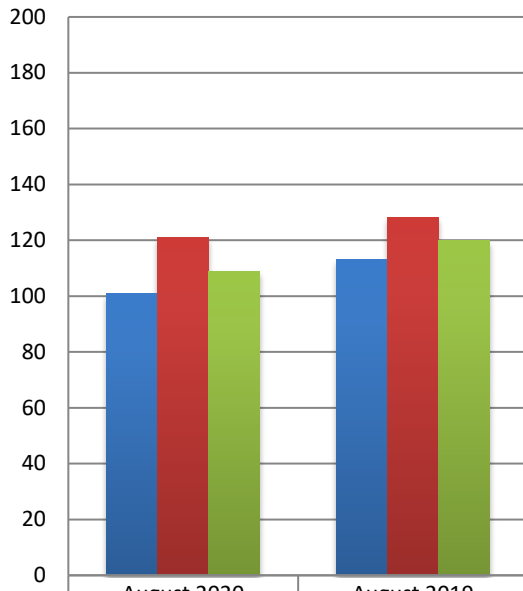


	August 2020	August 2019
EMS	296	245
Fire	391	312

Number of County Employees

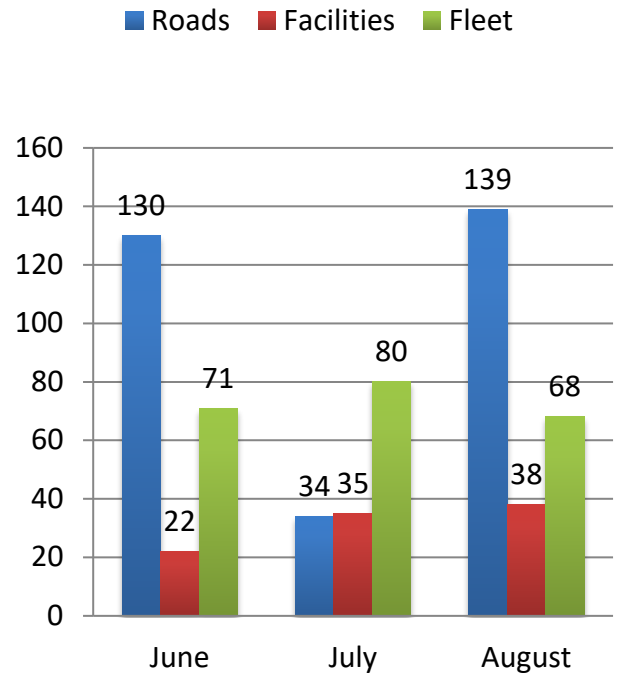


Inmate Population



Lowest Daily Count	101	113
Highest Daily Count	121	128
Daily Average	109	120

Repair Requests





Dawson County Board of Commissioners

Elections/Registrar Monthly Report – August 2020

- **New Applications/Transfers In: 381**
- **Changes/Duplicates: 3726**
- **Cancelled/Transferred Out: 56**
- **Total Processed: 4163**

HIGHLIGHTS

Voter Registration Projects:

- Election voter lists, reports, forms and other task lists items in preparation for the General Election.
- Training of New Absentee Application Portal on Voter Registration in advance of the General Election.
- Daily processing of absentee ballot requests for the General Election.
- Processing backlog of held voter registration applications until Primary Runoff certification.

Elections Projects:

➤ 2020 Election Calendar:

- | | |
|---|--|
| ▪ General Primary/NP/Special Election | June 9, 2020 |
| ▪ Advance Voting (with social distancing) | May 18 – June 5, 2020 (Saturday May 30 th) |
| ▪ General Primary Runoff | August 11, 2020 |
| ▪ Advance Voting (with social distancing) | July 20 – August 7, 2020 (no Saturday vote) |
| ▪ General Election/Special Election | November 3, 2020 |
| ▪ General Election Runoff (if applicable) | December 1, 2020 |
| ▪ GE Federal Runoff (if applicable) | January 5, 2021 |

- Daily instructional emails, weekly webinars and phone calls continue from the State Election Office.
- August 11th Runoff complete and certified.
- General Election ballot information checked and forwarded to State for ballot building.
- Voting Schedule and other educational advertising prepared to publish when scheduled.
- Interview and schedule HR appointments with new poll workers.

Highlights of plans for upcoming month:

- Proof ballots; order, emergency, provisional and absentee ballots from printing vendor.
- Prepare equipment for Logic & Accuracy testing to begin September 16, 2020 for the General Election.
- Pull updated Poll Worker Manual/training literature for Advance & poll worker training (September & October).
- Prepare Advance Voting room & supplies for October Advance Voting.
- Notify Poll Workers of upcoming training and scheduling.
- Risk Limiting Audit Training September 14, 2020.
- Board of Elections & Registration monthly meeting will be held September 16, 2020 at 9:30 a.m.



Dawson County Board of Commissioners

Dawson County Emergency Services Monthly Report – August 2020

Fire Responses	JUN	JUL	AUG		EMS Responses	JUN	JUL	AUG		EMS Revenue		
2018	305	309	264		2018	255	244	211		2019	AUG	\$80,390.91
2019	326	354	312		2019	259	289	245		2020	AUG	\$69,897.78
2020	343	371	391		2020	249	291	296		13% decrease from last year		

Plan Review and Inspection Revenue Total		Business Inspections Total	
		Final Inspections	Annual & Follow Up Inspections
County	\$4,600.00	18	116
City	\$300.00	2	29

HIGHLIGHTS: Dawson County Emergency Services Projects			
Training Hours Completed by Staff	586 hours	Fire Investigations	1
PR Detail	0	CPR Training per Individual	17
Smoke Detector Installations	0	Stop the Bleed Training per Individual	0
Search & Rescue	2	Child Safety Seat Installations	1
Swift Water Rescue	0	Plan Reviews	12

Types of Fires Total – 3			
(11) 111-118: Structure Fire Building, Cooking, Chimney- Flue, Incinerator, Fuel Burner-Boiler	0	(14) 141-143: Natural Vegetation Fire Forest, Woods, Wildland, Brush, Grass	0
(12) 121-123: Fire in Mobile but Fixed Structure Mobile Home, Motor Home, RV, Camper, Portable Building	1	(15) 151-155: Outside Rubbish Fire Rubbish, Trash, Waste, Dump, Landfills, Dumpsters	2
(13) 131-138: Mobile/Vehicle Property Fire Passenger, Road Freight, Transport, Rail, Water Vehicles, Aircraft, Campers/RV, Off Road Vehicles, Heavy Equipment	0	(16) 161-164: Special Outside Fire Storage, Equipment, Gas/Vapor, Mailbox	0

Total Water Usage – 12,250 gallons			
Etowah Water	5,750 gallons	Pickens County	0 gallons
City of Dawsonville	0 gallons	Big Canoe	0 gallons
Forsyth County	6,000 gallons	Engine 7	500 gallons



Dawson County Board of Commissioners

Facilities Monthly Report –August 2020

- **Total Work Orders: 38**
- **Community Service Workers: 1**

HIGHLIGHTS:

- *Trimmed shrubs around all county buildings
- *Worked with GA Power on elevator issues at the jail. Should be fixed and working
- *Called in Sat 8th and Sun 9th for power outages at the jail



FACILITIES DEPARTMENT

MONTHLY REPORT

For Period Covering the Month of August 2020

SN	TASKS/ WORK DONE	LOCATION/S of Service
1	Moved spa chair from old senior center to the new senior center	Senior Center
2	Repaired window	Ag Center
3	Added egg rock -upper parking lot	Government Center
4	Called in on Sat 8th and Sun 9th for power outages at the jail	Detention Center
5	Had sprinkler leaks repaired	Rock Creek/Butler Building
6	Replaced Fluorescent lights -Fire Station #2/Bay Fire Station #6	Fire Station
7	Trimmed shrubs around all county buildings	County wide
8	Replaced tank on hot water heater	Library
9	Met with roofing company	Detention Center
10	Working with Fleet to install two (2) large fans	Fleet
11	Put up tent, chairs and tables for Judge Oliver	Government Center
12	Had Gee HVAC repair units	Library/Rock Creek
13	Replaced light bulbs in lobby	Government Center
14	Worked with Ga Power on elevator issues at jail. Should be fixed	Detention Center
15	Completed: Worked to get Butler Building monitored for fire alarm	Butler Building
16	Had door lock replaced	Adult Learning Center
17		
18		
19		
20		
21		
22		
23		
24		
25		
26	Total Work Orders for the month = 38	Facilities
27	Total Community Service for the month = 1	Facilities

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

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

COVID-19 HOURS/DUTIES

				DUTIES
Week of 3/8	Randy	40		Wiping down all areas of Gov Center
	Drew	28		Installing sanitizing stations in Gov Center and County buildings.
	Ezra	28		
	Bobby	40		Inspection of all county buildings for needed supplies
	Donnie	40		
	TOTAL	176		
Week of 3/15	Chris	7	Overtime	Fogging of Gov Center
	Donnie	25	7 of OT	Continuing with wiping down all areas of the Gov Ctr
	Bobby	18		Communicating with all departments on their needs
	Ezra	10		for supplies and staying safe
	Drew	10		
	David	6		
		TOTAL	76	
Week of 3/22	Chris	15		Continuing with wiping down all areas of the Gov Ctr
	Donnie	15		Communicating with all departments on their needs
	Bobby	15		for supplies and staying safe
	Ezra	10		
	Drew	10		
	TOTAL	65		
Week of 3/29	Ezra	15		Continuing with wiping down all areas of the Gov Ctr
	Drew	15		Communicating with all departments on their needs
	TOTAL	30		for supplies and staying safe

Week of 4/5	Chris	4		Continuing with wiping down all areas of the Gov Ctr
	David	2		Communicating with all departments on their needs
	Ezra	10		for supplies and staying safe
	4/5/2020	Chris	8	Fogging Gov Center
	4/5/2020	Fox	8	Fogging Gov Center
	TOTAL	32		
Week of 4/12	David	9		Fogging of Rock Creek
	Bobby	9		Continuing with wiping down all areas of the Gov Ctr
	Ezra	10		Communicating with all departments on their needs
	Drew	10		for supplies and staying safe
		TOTAL	38	
5/1/2020	Chris	7		Fogging all county buildings
	Fox	7		Fogging all county buildings
5/7/2020	Chris	2		Fogging Fleet/Public Works
5/12/2020	Chris	2		Fogging Fleet/Public Works
	Fox	2		Fogging Fleet/Public Works
6/18/2020	Chris	7		Fogging all county buildings
	Fox	7		Fogging all county buildings
7/13/2020	Chris	2		Fogging Historic Courthouse
7/14/2020	Chris	1		Fogging Senior Center
	Kris	1		Fogging Senior Center
7/16/2020	Chris	2	Over time	Fogging Gov Center
	Randy	2	Over time	Fogging Gov Center

7/17/2020	Chris	5	Fogging Hist Courthouse, Hist Jail, Chappell, New Fleet Public Works
7/23/2020	Bobby	8	Fogging KH Long, Hist Courthouse, Hist Jail, Old Fleet Family Connect, New Fleet, Ag Ctr, Senior Ctr, Library Chappell, Public Works
7/24/2020	Randy	1	Fogging Ct rooms ABCD, Sheriff Services, Main Entran Exit Lobbys, Mail Hall, Break Room
7/27/2020	Randy	1	Magistrate Court
7/28/2020	Randy	1	Gov Center Admin Offices
7/31/2020	Randy	1	Magistrate Court, Court room A, Public Restrooms, Back hallway, rest rooms, elevators
	Chris	1	Library
			* *Daily wipe down by Custodians and continuous cleaning
8/5/2020	Randy	1	Gov Center-Admin Offices, Planning/Dev, Maint & Custodian areas
8/5/2020	Bob	2	KH Long, Drug Court, Ag Ctr, Senior Ctr, New Fleet Hist Courthouse, Hist Jail
8/6/2020	Bob	2	Chappel Bldg, Adult learn, Public Works, Transfer Bldg, Environmental Health, NOA

8/9/2020	Matt			Fogged Rock Creek
8/11/2020	Daniel			Fogged Veterans (Gym & Pool House)
8/12/2020	Randy	2		Fog 1st floor-Government Center
	Bob	1		Fog Adult Learning Center
8/14/2020	Bob	2		Fogged Library
	Parker	2	Overtime	Fogged Drug Court areas (KH Long Building)
8/17/2020	Chris	3		Fogged Environmental Health, NOA, Fleet, Chappell Hist Courthouse, Senior Center (buses, van, vehicles)
8/18/2020	Randy	2	Overtime	Fogged Gov Center (Floor 2 ,3, & 4)
8/19/2020	Chris	2		Fogged Facilities/IT Offies, Road Dept, Ag Ctr Weigh Station
8/20/2020	Bob	1		Fogged Adult Learning Center
8/26/2020	Randy	1		Fogged Gov Center 1st floor
8/28/2020	Chris	1		Fogged Library
	Parker	1		
8/31/2020	Bob	2		Fogged Facilities Offices, Family Connect, Old fleet, Drug Court, Environmental Health
8/31/2020	Chris	3		Fogged New Fleet, Public Works, Weigh Station, Ag Blg, Historic Courthouse, Senior Center
9/1/2020	Randy	2		Fogged Gov Center (Floor 2 and 4)

COVID EXPENSES

Chastain Janitorial	\$ 508.00	Coded to 1565-531100-000
PreVasive USA	\$ 645.00	Coded to 250-00-3921-531100-000
Shoal Creek Supply	\$ 42.98	Coded to 1565-522200-000
Chastain Janitorial	\$ 372.24	Coded to 1565-531100-000
Home Depot	\$ 75.73	Coded to 1565-522200-000
Chastain Janitorial	\$ 147.06	Coded to 1565-522200-000
Bio-Cide	\$ 336.00	Coded to 250-00-3921-531100-000
Chastain Janitorial	\$ 275.00	Coded to 250-00-3921-531100-000
MSC Direct	\$ 2,033.94	Coded to 250-00-3921-531100-000
Chastain Janitorial	\$ 76.00	Coded to 250-00-3921-531100-000
Chastain Janitorial	\$ 240.00	Coded to 250-00-3921-531100-000
PreVasive USA	\$ 500.00	Coded to 250-00-3921-531100-000
PreVasive USA	\$ 528.00	Coded to 250-00-3921-531100-000
Chastain Janitorial	\$ 210.00	Coded to 250-00-3921-531100-000
TOTAL	\$ 5,989.95	

Dawson County Board of Commissioners

Finance Monthly Report – August 2020

FINANCE HIGHLIGHTS

- **LOST Collections:** \$707,901 – down 0.7% compared to 2019
- **SPLOST Collections:** \$819,086– up 1.1% compared to 2019; 12.9% over projections for July 2020;
Total SPLOST VI collections: \$41,292,616
 - \$696,223– County Portion (85%)
 - \$122,863– City Portion (15%)
- **TAVT:** \$171,205 – up 8.0% compared to 2019
- **See attached Revenue and Expenditure Comparison for 2020**
- **Total County Debt:** \$3,851,917 (See attached Debt Summary)
- **Audit Status:** 2019 audit complete as of 6/30/2020.
- **EMS Billing Collections:** \$74,354 for July 2020; \$446,517 YTD
- **Budget Status:** FY 2021 Budget requests have been received; Finance is compiling all information
- **Monthly Donations/Budget Increases:** \$1,535
 - Passport Fees - \$735
 - Donations - \$800

PURCHASING HIGHLIGHTS

Formal Solicitations

- Milling Machine Rental – Public Works
- Comprehensive Security System – Sheriff’s Office

Informal Solicitations

- None

Quotes for less than \$25,000 this month

- Gasoline – Fleet Maintenance
- Diesel – Fleet Maintenance
- Kitchen Shelving & Food Cart – Senior Center
- Furniture – Senior Center
- Labor to Hang Fans in Bays – Fleet
- Ceiling Fans for Bays - Fleet

Purchase for less than \$25,000 that did not receive required quotes

- None

Pending Projects

- Inmate Commissary & Banking Services
- Inmate Telephone/Video Visitation
- Piping Project
- Road Repaving Project
- Awaiting Delivery of New Vehicles
- Upfitting of Sheriff’s Office Vehicles

Work in Progress

- Land Use Resolution Update
- Design-Build of Fire Station 8

- VMP Pavilion, Playground & Multi-Purpose Field
- Senior Center (CDBG)
- 400 Overlay Update
- 53 Overlay
- Energov Update
- Multi-Purpose Field Sports Lighting Project

Future Bids

- Rock Creek Park Turf for 3 Soccer Fields
- Install Soil Vapor Extraction System at Closed Landfill
- Bulk De-Icing Salt
- Dumpster Services
- EMS Medical Supplies
- EMS Uniforms
- Milling Machine Rental Services
- Security Maintenance at Dawson County Government Center & Sheriff’s Office
- Standby Striping
- Tires
- Inmate Commissary/Banking

Future Bids – SPLOST VI

- Pothole Patching Machine – Roads
- Water Filtration System for DCGC & DCSO – Facilities
- 2020 Capital & SPLOST Projects

Purchase for more than \$25,000 that did not receive required sealed bids

- None

Budget to Actual

	Actual at 7/31/2020	Percent of Budget Actually Collected/ Expended	2020 BOC (2) Approved Budget	Over(Under) Approved Budget	Percentage Over(Under) Approved Budget
Revenue	\$ 14,414,901	46.51%	\$ 30,993,615	\$ (16,578,714)	-53.49%
Expenditures	15,589,281	50.30%	30,993,615	(15,404,334)	-49.70%
	<u>\$ (1,174,380)</u>	<u>-3.79%</u>	<u>\$ -</u>	<u>\$ (1,174,380)</u>	<u>-3.79%</u>

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

(1) Reporting actuals as of 7/31/2020 because revenue collections are 30 days behind. The LOST revenues for the month of July 2020 were received in August 2020.

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

\$ 29,911,503	Original Budget
\$ 102,016	Carryover Balances
\$ 939,558	January
\$ 3,395	February
\$ 4,599	March
\$ 29,118	April
\$ 1,436	May
\$ 455	June
\$ 1,535	July
	August
	September
	October
	November
	December
<u>\$ 30,993,615</u>	Revised Budget

**ACTUAL COMPARISON
JANUARY - DECEMBER 2020**

MONTH	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec*	YTD
2019 REVENUE	1,134,666	1,995,263	2,040,647	2,113,040	2,263,675	2,220,932	2,161,636	2,213,497	2,255,139	3,659,515	2,484,712	3,866,437	28,409,160
2020 REVENUE	1,270,151	2,149,916	2,256,958	1,984,127	2,046,586	2,284,093	2,423,070						14,414,901
% CHANGE	12%												-49%
2019 EXPENSE	1,348,755	1,963,354	3,248,843	1,926,009	1,903,876	2,189,771	1,880,719	3,280,544	2,411,755	2,151,494	1,803,546	3,005,127	27,113,794
2020 EXPENSE	1,891,343	3,111,473	2,310,296	1,947,487	1,975,746	2,113,882	2,239,055						15,589,281
%CHANGE	40%												-43%
2020 Total Rev-Exp	\$ (621,192)	\$ (961,557)	\$ (53,338)	\$ 36,641	\$ 70,840	\$ 170,212	\$ 184,015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,174,380)

REVENUE
 YTD 2019 13,929,859
 YTD 2020 14,414,901
 % Changed 3.48%

EXPEDITURES
 YTD 2019 14,461,328
 YTD 2020 15,589,281
 % Changed 7.80%

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

DAWSON COUNTY LOST COLLECTION ANALYSIS

LOST COLLECTIONS BY SALES MONTH	2019									2020								
	2019 LOST			TAVT \$			TOTAL OF LOST & TAVT			2020 LOST			TAVT \$			TOTAL OF LOST & TAVT		
	\$ CHANGE	%CHANGE	TAVT	CHANGE	CHANGE	%	TAVT	\$ CHANGE	% CHANGE	2020 LOST	\$ CHANGE	%CHANGE	TAVT	CHANGE	TAVT %	TAVT	\$ CHANGE	% CHANGE
JANUARY	570,415	38,245	7.2%	120,669	3,069	2.61%	691,084	41,314	6.36%	585,076	14,660	2.57%	197,780	77,111	63.9%	782,856	91,771	13.28%
FEBRUARY	530,367	71,785	15.7%	96,559	8,769	9.99%	626,926	80,554	14.74%	535,152	4,785	0.9%	162,878	66,319	68.7%	698,029	71,104	11.3%
MARCH	607,250	(11,817)	-1.9%	106,566	(21,172)	-16.57%	713,816	(32,989)	-4.42%	546,172	(61,078)	-10.1%	163,568	57,003	53.5%	709,740	(4,076)	-0.6%
APRIL	684,280	105,444	18.2%	159,706	34,786	27.85%	843,986	140,230	19.93%	511,547	(172,733)	-25.2%	103,305	(56,401)	-35.3%	614,852	(229,134)	-27.1%
MAY	682,561	49,033	7.7%	106,055	6,001	6.00%	788,616	55,034	7.50%	645,955	(36,605)	-5.4%	164,494	58,439	55.1%	810,449	21,833	2.8%
JUNE	647,688	53,030	8.92%	138,540	32,962	31.22%	786,229	85,993	12.28%	717,680	69,992	10.8%	193,280	54,739	39.5%	910,959	124,731	15.9%
JULY	712,698	49,937	7.53%	158,500	47,723	43.08%	871,198	97,660	12.63%	707,901	(4,797)	-0.7%	171,205	12,706	8.0%	879,106	7,908	0.9%
AUGUST	642,212	34,845	5.74%	156,919	35,077	28.79%	799,131	69,921	9.59%		(642,212)	-100.0%	(156,919)	-100.0%	0	(799,131)	-100.0%	
SEPTEMBER	655,385	70,050	11.97%	149,733	34,398	29.82%	805,118	104,448	14.91%		(655,385)	-100.0%	(149,733)	-100.0%	0	(805,118)	-100.0%	
OCTOBER	671,934	(29,636)	-4.22%	158,056	34,432	27.85%	829,990	4,796	0.58%		(671,934)	-100.0%	(158,056)	-100.0%	0	(829,990)	-100.0%	
NOVEMBER	778,488	47,429	6.49%	128,302	36,839	40.28%	906,791	84,268	10.25%		(778,488)	-100.0%	(128,302)	-100.0%	0	(906,791)	-100.0%	
DECEMBER	938,398	95,358	11.31%	148,608	58,037	64.08%	1,087,006	153,395	16.43%		(938,398)	-100.0%	(148,608)	-100.0%	0	(1,087,006)	-100.0%	
<i>Prorata Distribution(June)</i>		3,291			3,291		3,291			606	(2,684)	-81.6%	0	0		606	(2,684)	
<i>Prorata Distribution (Dec.)</i>		2,236			2,236		2,236				(2,236)	-100.0%	0	0		0	(2,236)	
TOTAL	\$ 8,127,204	\$ 573,703		\$1,628,212			9,755,416	\$884,624	120.77%	\$ 4,250,089	\$ (3,877,115)		\$1,156,509			5,406,599	(\$4,346,582)	

FY20 LOST & TAVT	5,406,599
FY19 LOST & TAVT	9,755,416
FY18 LOST & TAVT	\$8,871,741
FY17 LOST & TAVT	\$8,094,043
FY16 LOST & TAVT	\$7,147,120
FY15 LOST & TAVT	7,024,812
FY14 LOST & TAVT	6,771,602
FY13 LOST & TAVT	6,287,973
FY12 CONVERTED	5,763,005
FY12	5,632,027
FY11	5,244,606
FY10	4,939,542
FY09	4,789,221
FY08	5,015,881
FY07	5,621,760
FY06	5,608,446
FY05	4,426,013
FY04	3,527,663

BELOW FIGURES INCLUDE TAVT CALCULATIONS

FY19 ACTUAL TO DATE	\$4,438,551
FY20 ACTUAL TO DATE	\$4,250,089
\$ DIFFERENCE	(188,461)
% DIFFERENCE	-4.25%

FY19 ACTUAL TO DATE	\$5,325,145
FY20 ACTUAL TO DATE	\$5,406,599
\$ DIFFERENCE	81,454
% DIFFERENCE	1.53%

SPLOST 6

SPLOST COLLECTIONS BY SALES MONTH	Total Actual	Total Actual	Total Actual	Total Actual	Total Actual	County	City	%	Total Actual	County	City	%	2020	2020 Actuals
	2015	2016	2017	2018	2019	(85%)	(15%)	Change 2019	2020	(85%)	(15%)	Change 2020	Projections	vs. Projections
JANUARY		458,716	502,157	604,751	648,202	550,972	97,230	7.2%	659,726	560,767	98,959	1.78%	584,352	12.90%
FEBRUARY		474,268	514,143	521,238	602,699	512,295	90,405	15.6%	607,910	516,724	91,187	0.9%	735,251	-17.32%
MARCH		561,400	608,288	703,497	688,532	585,252	103,280	-2.1%	616,984	524,437	92,548	-10.4%	651,786	-5.34%
APRIL		561,619	601,645	657,805	777,630	660,986	116,645	18.2%	581,347	494,145	87,202	-25.2%	764,689	-23.98%
MAY		570,679	636,807	719,926	775,252	658,964	116,288	7.7%	733,999	623,899	110,100	-5.3%	732,099	0.26%
JUNE		582,823	660,473	675,757	735,862	625,482	110,379	8.9%	815,415	693,103	122,312	10.8%	560,203	45.56%
JULY	579,906	591,982	698,736	753,150	809,891	688,407	121,484	7.5%	819,086	696,223	122,863	1.1%	725,494	12.90%
AUGUST	537,416	549,012	645,796	690,198	728,964	619,619	109,345	5.62%	-	-	-	-100.0%	720,708	-100.00%
SEPTEMBER	552,590	580,089	682,219	665,171	743,147	631,675	111,472	11.72%	-	-	-	-100.0%	611,514	-100.00%
OCTOBER	543,321	613,703	623,291	797,261	762,365	648,010	114,355	-4.38%	-	-	-	-100.0%	570,748	-100.00%
NOVEMBER	678,241	710,648	826,862	830,759	882,055	749,747	132,308	6.17%	-	-	-	-100.0%	766,924	-100.00%
DECEMBER	771,324	807,105	910,697	958,016	1,065,726	905,867	159,859	11.2%	-	-	-	-100.0%	1,338,598	-100.00%
Prorata Distribution (June)	2,318	1,707	1,031	2,607	3,739	3,179	561	43.5%	687	584	103	-81.6%	-	-
Prorata Distribution (Dec.)		1,135	959	4,753	2,542	2,161	381	-46.5%	-	-	-	-100.0%	-	-
SPLOST Jet Fuel Tax (July)				2,861		-	-							
TOTAL	6,708,332	\$7,064,885	\$7,913,104	\$ 8,587,749	\$ 9,226,607	\$ 7,842,616	\$ 1,383,991		\$4,835,156	\$4,109,882	\$ 725,273		8,762,368	

2015 \$ 3,665,116
 2016 \$ 7,064,885
 2017 \$ 7,913,104
 2018 \$ 8,587,749
 2019 \$ 9,226,607
 2020 \$ 4,835,156

Total SPLOST 6 Collections to date: \$41,292,616

DAWSON COUNTY
DEBT SCHEDULE
8/31/2020

DEBT DESCRIPTION	BANK/PAYEE	CURRENT SOURCE OF PAYMENT	DEBT ORIGINATION DATE	DUE DATE OF FINAL PMT	PRINCIPAL BAL AT 12/31/2019	NEW LOANS IN 2020	2020 PMTS TO DATE		BALANCE DUE	PENDING 2020 PAYMENTS		PROJECTED BAL AT 12/31/2020	NOTES
							PRINCIPAL	INTEREST		PRINCIPAL	INTEREST		
2012 EWSA Bonds	Community & Southern Bank	General Fund	5/14/2012	3/1/2027	2,745,000.00	-	270,000.00	77,278.20	2,475,000.00	-		2,475,000.00	Partial defeasement of bonds in April 2012 reduced principal by \$1,525,000. Refunded Bonds and received lower interest rate of 2.96% on 5/14/2012. Interest due semi-annually on March 1 and Sept. 1.
Hwy 9 S land-EWSA Note	Community & Southern Bank	General Fund	9/1/2017	8/1/2027	1,144,305.48		98,057.27	32,111.17	1,046,817.00	32,097.41	11,292.08	1,014,719.59	This loan is on EWSA's books, however, thru an intergovernmental agreement, the County pays the debt service. New financing agreement as of 9-1-2017. Also, any proceeds from the sale of wetland and stream bank credits the County receives is paid toward the principal of the loan.
Fire Pumper Truck		SPLOST VI	1/12/2018	1/12/2025	390,626.95		60,526.56	11,367.25	330,100.39			330,100.39	Pumper was purchased January 2018. First annual payment from SPLOST VI paid Jan 12, 2019
Totals					\$ 4,279,932.43	\$ -	\$ 428,583.83	\$ 120,756.62	\$ 3,851,917.39	\$ 32,097.41	\$ 11,292.08	\$ 3,819,819.98	



Dawson County Board of Commissioners

Fleet Maintenance and Fuel Center Monthly Report – August 2020

FLEET

- **Preventative Maintenance Performed: 28**
- **Tires Mounted: 5**
- **Repair Orders Completed: 68**
- **Labor Hours: 293.15**
- **Labor Cost Savings: \$ 16,123.25**
(Comparison of the Fleet Maintenance rate of \$25.00 per labor hour to outsourced vendors rate of \$80.00 per labor hour)
- **Parts Cost Savings: \$ 1,698.90**
(Comparison of Dawson County's parts discounts to outsourced markup; average 20%)
- **Total Cost Savings for August: \$ 17,822.15**

FUEL CENTER

- **Average Fuel Center Price Per Gallon:**
Gasoline: \$1.54
Diesel: \$ 1.61
- **Fuel Center Usage - Dawson County and Board of Education**
Gasoline: 11,760.8 gallons; 819 transactions
Diesel: 7,405.3 gallons; 182 transactions
- **Fuel Center Usage - Etowah Water and City of Dawsonville**
Gasoline: 1,564.2 gallons; 75 transactions
Diesel: 534.7 gallons; 14 transactions
- **Revenue from Etowah Water and City of Dawsonville: \$ 104.95**

HIGHLIGHTS

- We continue to keep Fleet Services clean by sanitizing all commonly used areas.
- Fleet had to purchase a new tire balancer as the old one stopped working properly. It took a few weeks before we received the new balancer, therefore, August's tire mounts above are a reflection of this.
- Rounding up surplus sale and getting ready to present to the board on September, 3rd for approval of surplus sale.



Dawson County Board of Commissioners

Human Resources Department Key Indicator Monthly Report – August 2020

POSITION CONTROL

- Positions approved by BOC: 624
- # of filled F/R Positions: 289
- # of filled F/T Positions: 0
- # of filled Grant Funded Positions: 15
- # of filled P/R Positions: 81
- # of filled P/T Positions: 75
- # of Supplemental Positions: 57
- # of Vacant Positions: 80
- #of Frozen Positions: 27
- % of Budgeted/Actual Positions: 83%

ADDITIONAL INFORMATION

- FMLA/LOA/Military tracking: 1/1/2
- Unemployment Claims received: 0
- Property & Liability Claims: 0
- Worker's Compensation Claims: 2
- Performance Evaluations received: 0

HIGHLIGHTS

Positions Advertised/Posted: 7

- Emergency Services—Firefighter/Paramedic (Full Time) – 0
- Emergency Services—Firefighter/Paramedic (Part Time) – 0
- Emergency Services – Firefighter/EMT (Full Time) –0
- Emergency Services – Firefighter/EMT (Part Time) –2
- Family Connection – Youth Development - 22
- Facilities – Custodian (Part-time) – 4
- Park & Rec. – Athletic Assistant -5
- General Application –2

Applications Received: 35

New Hires added into system: 12

- Pam Henson – Clerk of Courts - Clerk
- Casi Bailey – Emergency Services – PT FF/Paramedic
- Emily Morrison - Emergency Services – FT FF/Paramedic
- Andrew Long - Emergency Services – PT FF/EMT
- Garrett Townsend - Emergency Services – PT FF/EMT
- James Hogwood – Emergency Services - Volunteer
- Brandon Harkness – Facilities – PT Custodian
- Kaitlyn Alvarez – Parks & Recreation – Athletic Assistant
- James Gipson – Public Works - Roads – Operator I
- Jarrett Simpson – Sheriff's Office – CID Investigator
- Marcela Medrano – Sheriff's Office – Detention Center
- Shanti Gary – Sheriff's Office – E-911 Communications Officer

Transfers – New Department: 3

- Brad Grainger – Sheriff's Office – E-911 Communications Officer
- Hope Leahey - Sheriff's Office – E-911 Communications Officer
- Michael Woodruff – Public Works – Roads – Operator I

Terminations/Resignations Processed: 4

- Melanie Holtzclaw – Facilities – Custodian
- Parker Kincaid – Parks & Rec. – Athletic Assistant
- Trent Tutt – Sheriff’s Office – Detention
- Zachary Smith – Sheriff’s Office – Patrol

Additional Highlights for August:

Updated health enrollment information has been successfully input for employees participating in the Dawson County Health Rewards program.



Dawson County Board of Commissioners

Information Technology – August 2020

- **Calls for Service:151**
- **Service Calls Completed: 151**

Highlights

- Install phase 3 of computer upgrades
- Continued Covid 19 assistance for Courts
- Research county wide TV service solutions



Dawson County Board of Commissioners

Planning and Development Monthly Report – August 2020

- **Total Building permits Issued**
 - August 2020: 147
 - YTD 2020: 504
 - Single Family New Homes: 114
 - Commercial Buildings: 16
- **Business Licenses Issued:**
 - August 2020: 158
 - YTD 2020: 1445
- **Total Building Inspections Completed:**
 - August 2020: 450
 - YTD 2020: 4,439
- **Variances/Zonings Processed:**
 - August 2020: 5
 - YTD 2020: 27
- **Plats Reviewed:**
 - August 2020: 3
 - YTD 2020: 52
- **Total Civil Plan Review Meetings:6**
 - YTD 2020:27
- **Total Building Plan Review Meetings: 7**
 - YTD 2020: 56
- **Impact Fee Collection**
 - August Residential: \$101,788.76
 - August Commercial: \$371.30
 - August Total: \$102,160.06
 - YTD 2020: \$949,758.03
- **Revenue**
 - Planning
 - August 2020: \$78,547.48

- YTD 2020: \$517,260.55
- Business Licenses
 - August 2020: \$21,731.37
 - YTD 2020: \$226,854.69
- **Total Revenue**
 - Jan - August 2019: \$1,071,959.05
 - Jan - August 2020: \$1,693,873.27

Marshal's Office 2020 Monthly Report

Activity	January	February	March	April	May	June	July	August	September	October	November	December	Total Activities or Revenues
Animal Control Cases Logged	73	42	54	31	54	54	45	53					406
Animal Bites Investigated	6	1	4	4	10	3	3	3					34
Animals Quarantined	3	0	4	4	8	2	3	2					26
Animals Taken to DC Humane Society	21	19	14	42	34	33	26	37					226
Dangerous Dog Classifications	0	0	0	0	0	0	0	0					0
Animal Control Citations Issued	2	0	1	1	1	1	0	2					8
Animal Control Court Cases	5	2	0	0	0	1	1	2					11
Marshal's Office - After Hours Calls	38	29	20	10	23	5	14	5					144
Code Compliance Cases Logged	32	17	46	24	21	35	25	23					223
Erosion Site Visits	5	4	3	10	4	4	5	1					36
Code Compliance Citations Issued	0	0	5	0	0	2	0	0					7
Non-Conforming Signs Removed	49	4	10	0	2	0	0	0					65
Open Records Requests	2	0	3	3	3	2	4	4					21
Code Enforcement Letters Mailed								10					
Alcohol Pouring Permits Issued	40	40	18	0	16	16	31	48					0
Alcohol License Audit Site Visits	0	0	0	0	0	0	0	0					0
Alcohol Phone Calls or e-mails	0	0	89	0	0	0	4						93
Audit Letters Mailed-Pouring Permits	0	3	0	0	0	1	38	0					42
Business License Renewal Calls Made	5	10	3	0	0	19	10	0					47
Code Compliance Court Cases	5	2	0	0	0	2	1	2					12
Short term Rental Letters Mailed	25	3	3	2	4	2	7	26					72
Short Term Rental Renewals	3	2	2	1	2	1	2	1					14
New Short Term Rentals	2	1	1	0	1	1	0	1					7
Sign Reviews Conducted	3	11	8	7	2	2	6	5					44
Signs Purchased	2	8	6	0	4	1	6	5					32
Monthly Excise Tax Revenues	36844.60	33586.09	44870.96	46007.54	55168.08	56752.46	54115.19						\$ 327,344.92
Monthly Pouring Permit Revenues	800.00	800.00	360.00	0.00	320.00	380.00	780.00	960.00					\$ 4,400.00
Monthly Magistrate Revenues						50	50	200					\$ 300.00
Monthly Marshal's Revenues, (STOP WORK, Dangerous Dog, etc.)						102	400	0	0				\$ 400.00
Monthly Sign Revenues	300	1200	900	0	600	150	975	772.76					\$ 4,897.76



Dawson County Board of Commissioners

Parks and Recreation Monthly Report – August 2020

- **Youth Sports Participants**
 - August 2020: 1,053 – up 4.9% compared to same month last year
 - YTD 2020: 8,450 – down 22.6% compared to last year
- **Facility Rentals/Bookings/Scheduled Uses:**
 - August 2020: 2,568 – up 39.5% compared to same month last year
 - YTD 2020: 11,999 – down 34.9% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
 - August 2020: 293 – down 63.4% compared to same month last year
 - YTD 2020: 4,315 – down 68.7% compared to last year
- **Total Customers Served:**
 - August 2020: 3,914 – up 7.4% compared to same month last year
 - YTD 2020: 24,764 - down 42.6% compared to last year

HIGHLIGHTS

Park Projects:

- Veterans Memorial Park renovations, including the new pavilion, continue to progress.
- A flood control berm is being redesigned at Rock Creek to help with flooding on soccer fields.

Athletic and Program Summary:

- Adult Boot Camp, Pickleball, adult Tai Chi, and adult Yoga continue to go well with specific safety guidelines.
- Travel Team activities continue to go well with specific safety guidelines.
 - 13 total teams registered (baseball, softball, basketball)
- The EPIC Day program for August was cancelled due to the COVID-19 but we hope to resume this fall if the organizations associated with the event open back up.
- Pickleball open play resumed and continues to go well. When weather cooperates, most of the players use the outdoor courts.
- Pool rentals continue to go well, with all available dates booked.
- Pool at Veterans Memorial Park changed public swim hours beginning August 7th, when Dawson County schools started back.

- Fall baseball, softball, t-ball registration ended August 10th and yielded 351 players, making up 29 teams.
- Movies in the Park at Veterans Memorial Park was scheduled for August 14th but was cancelled due to rain and is rescheduled for October 2nd.
- Water aerobics at Veterans Memorial Park ended August 25th.
- Fall instructional league t-ball (3-4 year olds) began August 29th.
- Fall baseball, softball, t-ball registration practices began August 31st.
- Splash pad at Rock Creek is still open.
- Tennis lessons continue to go really well.
- Football and cheer practices continue to go well with specific safety guidelines in place.
- The pier at War Hill Park was removed. A new pier will be added into future SPLOST projects.
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On the Horizon:

- Football games begin September 5th with a jamboree; the regular game season is scheduled to begin September 12th.
- The final day for public swim at Veterans Memorial Park and the splash pad at Rock Creek is September 7th.
- Winter Sports (basketball & wrestling) online registration opens September 14th.
- Fall baseball, softball, t-ball games begin September 21st.



Dawson County Board of Commissioners

Public Works Monthly Report –August 2020

ROADS:

- Work Orders: 139
- Gravel: 467.30 tons
- Mow ROW: 91.63 miles
- Limb ROW: 4.5 miles

PROJECT MANAGEMENT:

- Rock Creek Berm Project: This project is under review and we will move forward to begin getting this project to the board. Since the flooding back in February which shown that the design of the berm isn't sufficient, the berm went back to Corey Guthrie for a redesign to extend the berm and asphalt walkway an additional 400 feet on both sides extending past the walk over bridge and along the soccer field. Dawson County received the redesigned plans from Corey Guthrie. Jackie Townley gave the county a revised price of the additional construction of \$66,586.00. This would make the grand total of the project \$122,742.60. Exploratory wall pricing was also received instead of a berm which totaled \$139,469.00.
- Fire Station 8: Currently Fire Station is completely dried in; all of the exoskeleton of the building has been installed and complete. Currently the station is under the MEP phase of construction with CMU soon to follow this week. All of the NIC items has been ordered including furniture and lockers, additional grading has been completed and subgrade achieved. The timetable for completion for this project is currently scheduled for 11/1/20.
- Senior Center: The Senior Center is nearing completion and we will be having the first round of final punch list items next Thursday; Final installation of the epoxy flooring is going down today with kitchen items being delivered on the 14th. All NIC items, in this case is signage, has been ordered and should be installed in approx. 2 weeks. The timetable for substantial completion for the project is the 18th
- Harry Sosebee Round About: Last Friday the county received the USACE permit for the roundabout project. The next step is getting all of the proper permitting throughout the county. We have already had preliminary plan review approx. 6 months ago so this should move rather quickly. In the meantime, the county is still in the process of acquiring all of the documents to acquire the ROW for the project, we have acquired the purchasing agreement but not the signed deed, we should have that pretty quickly. The project has been sent to Melissa to be released for bid. The county is still in deliberation about the road closure and we will weigh the options once we have received the two quotes, one for closure, and one for phasing.

TRANSFER STATION:

- Solid Waste: 688.05 Tons
- Recycling: 22.13 Tons
- Recycling Scrap Metal: 8.65 Tons



Dawson County Board of Commissioners

Dawson County Senior Services Monthly Report – August 2020

SENIOR CENTER

- **Home Delivered Meals Served**
 - August 2020: 2,167
 - YTD 2020: 19,027
- **Congregate Meals Served**
 - August 2020: 356
 - YTD 2020: 2,195
- **Physical Activity Participation** (Tai Chi, Silver Sneakers, Yoga, individual fitness)
 - August 2020: 0
 - YTD 2020: 1,239
- **Lifestyle Management Participation** (Awareness, Prevention, Virtual Learning)
 - August 2020: 1,137 (information sent to clients with meals)
 - YTD 2020: 4,455

TRANSIT

- **DOT Trips Provided**
 - August 2020: 100
 - YTD 2020: 1,021
- **Senior Trips Provided**
 - August 2020: 225
 - YTD 2020: 1,822
- **# of Miles**
 - August 2020: 3,621
 - YTD 2020: 22,170
- **Gallons of Fuel**
 - August 2020: 483
 - YTD 2020: 2,743

LOST and SPLOST Collections

Local Option Sales Tax (LOST) collections are down 0.7% for the same month in 2019 and down 4.25% for year to date. Special Purpose Local Option Sales Tax (SPLOST) collections are up 1.1% for the same month in 2019 and came in 12.9% over projections. Total SPLOST VI collections (July 2015 to present) are \$41,292,616.

July collections received in August are as follows:

LOST	\$707,901
SPLOST	\$819,086
County (85%)	\$696,223
City (15%)	\$122,863

Items Approved by the County Manager Since August 20, 2020

Alan Jay Automotive	Sheriff's Office	5 Chevrolet Tahoe Police Pursuit SUVs and 1 Chevrolet Tahoe Administrative SUV	Purchase Order	Cooperative Agreement	\$233,514	Funding Source – SPLOST VI
Progressive Communications	Northeast Judicial Circuit	Cisco Spark Solution software and accessories used to hold virtual court due to non-movement of state inmates	Purchase Order	Cooperative Agreement	\$12,060.46	Funding Source – Federal Cares Relief Fund
Mitchell Metals	Senior Center Expansion Project	Design modification, labor, materials and equipment to increase canopy to a 7'x21' cantilever canopy	Purchase Order	Change Order	This change order is \$9,516; total canopy cost is \$35,501.	Funding Source – Senior Center Expansion Project Capital Funds

NFP Ultimate Holdings LLC – ShawHankins	Human Resources	Creation and distribution of Form 1095-C to employees and creation and transmission of Form 1094-C to the IRS regarding ACA Reporting	Purchase Order	Contract Amendment	Approximately \$7,000	Funding Source – Human Resources Operating Budget
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