

**DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA - THURSDAY, MARCH 28, 2019
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
4:00 PM**

NEW BUSINESS

1. Presentation of Special Event Business License Application - *MLH Farm/Uncle Shuck's* - Planning & Development Director Jameson Kinley
2. Presentation of Land Use Resolution Update- Planning & Development Director Jameson Kinley
3. Presentation of Application for Parade and Assembly - *4-H Rabies Clinic* - Planning & Development Director Jameson Kinley
4. Presentation of Request for Addition of Alcohol Licensing Administrator- Planning & Development Director Jameson Kinley
5. Presentation of 2019 Local Maintenance & Improvement Grant Safety Application- Public Works Director David McKee
6. Presentation of Request to Surplus / Demolish the Transfer Station Weigh Station Modular Office- Public Works Director David McKee
7. Presentation of 2019 Special Purpose Local Option Sales Tax (SPLOST) VI Program Update- SPLOST Administrator David McKee
8. Presentation of Request for Creation of General Fund Contingency in 2019 Budget- Chief Financial Officer Vickie Neikirk
9. Presentation of a Three-Party Agreement (Dawson County, Dawsonville, Dawson County Humane Society) for Animal Control Enforcement- Interim County Attorney
10. Presentation of Pay Schedule for Constitutional Officers- County Manager David Headley / Interim County Attorney
11. Presentation of Board Appointment:
 - a. Board of Tax Assessors**
 - i. Tom Camp- *replacing Lisa Carter* (Term: April 2019 through December 2019)
12. Discussion of Board of Commissioners Meeting Schedule- Chairman Thurmond
13. County Manager Report
14. County Attorney Report

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.

Item Attachment Documents:

1. Presentation of Special Event Business License Application - *MLH Farm/Uncle Shuck's* - Planning & Development Director Jameson Kinley



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning & Development

Work Session: 3.28.19

Prepared By: Harmony Gee

Voting Session: 4.04.19

Presenter: Jameson Kinley _____

Public Hearing: No

Agenda Item Title: Presentation of Special Event Business License Uncle Shucks Corn Maze.

Background Information:

Uncle Shucks has relocated from its previous location on Hwy 53 to Bannister Rd (off Hwy 9 S). It looks to continue with its agritourism business, which includes a corn maze, sunflower maze, and adding Christmas trees this year.

Current Information:

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: _____

Date: _____

County Manager Authorization: DH _____

Date: 03/19/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Special Event Business License Application

TMP 097-002,003,004 Acreage of the request 48

ZONING OF THE PROPERTY RA

911 Street address of property: 125 Bannister Rd

Submittal Date _____ Time _____ am pm Rec'd. By _____

Staff initials

Board of Commissioners Work Session Date: 2/14/2019
(if applicable)

Board of Commissioners Meeting Date: 2/21/2019
(if applicable)

Applicant Information (Authorized Representative)

Printed Name MLH FARMS

Address 1637 War Hill Pk Rd
Dawsonville GA 30534

Phone 770-561-2107

Email Address Keith@uncleshucks.com

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

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

Property Owner Information

Name Same As Above

Address _____

Phone _____

Property Information

911 Street Address of Property 125 Bannister Rd

Directions to Property Hwy 95 to Bannister Rd

Tax Map & Parcel # (TMP) 097-002, 003, 004

Land Lot(s) 985, 988, 1053 District 4, 4-1 Section Tract 1-3

Commission District # 2

Subdivision Name _____ Lot # _____

Current Zoning _____ Current Use of Property _____
(Example: residence, farm, commercial)

SURROUNDING ZONING:

North RA South RA

East RA West RA

PROPOSED ACCESS:

Access to the development will be provided from:

Road Name Bannister Rd

Type of Road Surface Asphalt

SITE PLAN: Attach detailed site plan.

Site plan notes: See Attached

Requested Action & Details of Proposed Use

Special Event Business License for Agri - Tourism
Sunflower MAZE, CORN MAZE, Christmas Trees

DATE (S) OF THE EVENT June - July, Sept. - Dec.

Anticipated Attendance 30,000

Existing Utilities: Water Sewer Gas Electric

Number of Parking Spaces _____

Number of Maintenance Personnel: _____

Nearest Emergency Medical Clinic: Northside Urgent Care

Distance to Clinic: 6 miles

Total # of Toilet Fixtures Provided: 0

Total # of Public Water Fountains: 0

Proposed Hours of Operation: M-F M-T, 10-6 F- 10-10
(See page 5 for times not Sat 10-10
permitted to operate.) Sun 10-6

Is there a charge for admission, a ticket, or a tour? Yes No

Is there a temporary tent structure? Yes No
If yes, what is the square footage? 2,400

Are food vendors participating in the event? Yes No
If yes, are they licensed by the Environmental Health Department? Yes No
(Provide copy of licenses)
If yes, how many vendors will participate? 1

Will alcohol be served or sold during the event? | Yes No
If yes, what type? Beer Wine | Liquor

Requested Action & Details of Proposed Use
(Continued)

Is there any potentially dangerous or hazardous activity? Yes No
If yes, please describe _____

Will any national or local celebrity be participating in the event? Yes No
If yes, provide name and describe type of participation _____

Will there be any media coverage? Yes No
If yes, provide name(s) of media and describe type of coverage _____

Do you foresee any unusual or excessive burden on the Sheriff's Department, Emergency Services, County Marshal, or other county personnel? Yes No
If yes, describe _____

Not that as a condition on the issuance of a temporary special event business license, the license holder shall indemnify and hold Dawson County harmless from claims, demand, or cause of action that may arise from activities associated with the special event.

NOTE: Before signing this statement, check all answers and explanations to see that you have answered all questions fully and correctly. This statement is to be executed under oath and subject to the penalties of false swearing and it includes all attached sheets submitted herewith.

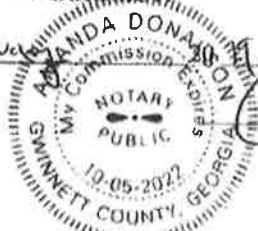
STATE OF GEORGIA, DAWSON COUNTY

I, (Print Name) Allen Keith Mulkey, DO SOLEMNLY SWEAR, SUBJECT TO PENALTIES OF FALSE SWEARING, THAT THE STATEMENTS AND ANSWERS MADE BY ME AS THE APPLICANT IN THE FOREGOING PERSONAL STATEMENT ARE TRUE AND CORRECT.

Allen Keith Mulkey
Applicant's Signature

I HEREBY CERTIFY THAT Allen Keith Mulkey SIGNED (HIS) NAME TO THE FOREGOING APPLICATION STATING TO ME THAT HE KNEW AND UNDERSTOOD ALL STATEMENTS AND ANSWERS MADE THEREIN, AND, UNDER OATH ACTUALLY ADMINISTERED BY ME, HAS SWORN THAT SAID STATEMENTS AND ANSWERS ARE TRUE AND CORRECT.

THIS 7th DAY OF February



Amanda Donagan
Notary Public

FOR OFFICE USE ONLY:

APPROVALS:

DATE:

Chairman,
Commissioners

Board

of

Sheriff

Emergency

Environmental

County Marshal

Planning

County Manager

[Signature]

[Signature]
David Hendley

2-22-2019

3-2-19

3/6/19

3/19/19

NOTE: Before signing this statement, check all answers and explanations to see that you have answered all questions fully and correctly. This statement is to be executed under oath and subject to the penalties of false swearing and it includes all attached sheets submitted herewith.

STATE OF GEORGIA, DAWSON COUNTY

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Allen K. Mulkey
Applicant's Signature

I HEREBY CERTIFY THAT Allen Keith Mulkey SIGNED HIS NAME TO THE FOREGOING APPLICATION STATING TO ME THAT HE KNEW AND UNDERSTOOD ALL STATEMENTS AND ANSWERS MADE THEREIN, AND, UNDER OATH ACTUALLY ADMINISTERED BY ME, HAS SWORN THAT SAID STATEMENTS AND ANSWERS ARE TRUE AND CORRECT.

THIS 7th DAY OF February



[Signature]
Notary Public

FOR OFFICE USE ONLY:

APPROVALS:

DATE:

Chairman,
Commissioners

Board

of

Sheriff

Emergency

Services

Environmental

Health

3/4/2019

County Marshal

Planning

Director

County Manager

NOTE: Before signing this statement, check all answers and explanations to see that you have answered all questions fully and correctly. This statement is to be executed under oath and subject to the penalties of false swearing and it includes all attached sheets submitted herewith.

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Allen Keith Mulkey
Applicant's Signature

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THIS 7th DAY OF February, 2020

Amanda Donason
Notary Public

FOR OFFICE USE ONLY:

APPROVALS:

DATE:

Chairman,
Commissioners

Board

of

Sheriff

Emergency

Services

Environmental

Health

County Marshal

Planning

Director

County Manager

Uncle Shucks Corn Maze has operated at 4520 Hwy 53E since the fall of 2002. We are seeking this Special Event Business License in order to move our operations to 125 Bannister Rd off Hwy 9S near Rock Creek Park.

Uncle Shucks will operate as is has for the past 17 years having a corn maze and pumpkin patch in the fall beginning the second weekend in September through the Saturday before Thanksgiving in November.



We are also considering the possibility of a Sunflower maze that would operate from mid June through mid July. As well as the possibility of selling Christmas trees from Thanksgiving through Christmas.

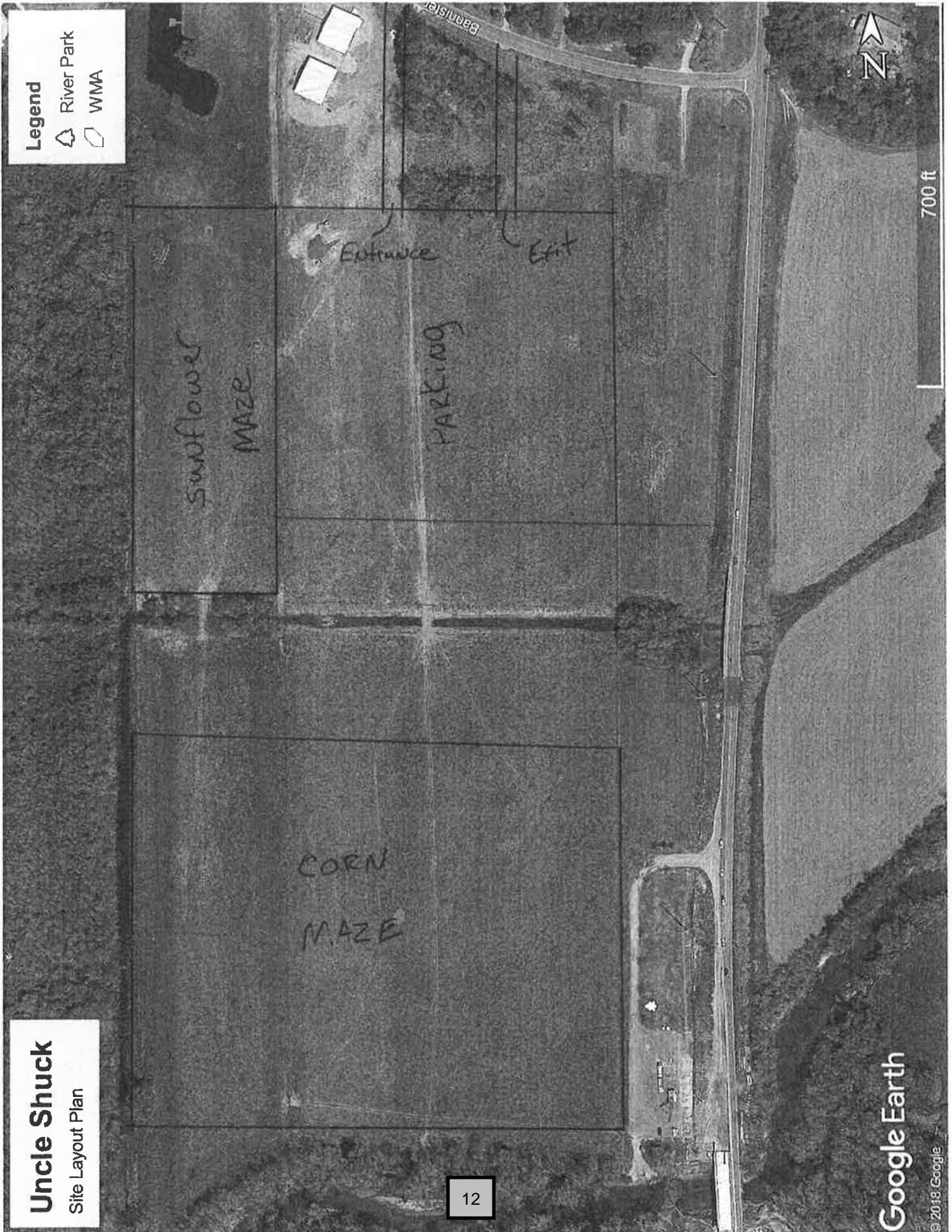
Any questions can be directed to Keith Mulkey (770) 561-2107 or Mathew Hughes (678) 776-0056

Uncle Shuck

Site Layout Plan

Legend

-  River Park
-  WMA



Printed: 2/7/2019 12:18:39 PM



Official Tax Receipt
Dawson County
25 Justice Way, Suite 1222
Dawsonville, GA 30534
--Online Receipt--

Phone: (706) 344-3520
Fax: (706) 344-3522

Trans No	Property ID / District Description	Original Due	Interest & Penalty	Amount Due	Amount Paid	Transaction Balance
2018 - 52430	P31512 / 1 MEFF/ FMV: 35595	\$340.52	\$0.00 Fees: \$0.00 \$0.00	\$0.00	\$340.52	\$0.00
Totals:		\$340.52	\$0.00	\$0.00	\$340.52	\$0.00

Paid Date: 9/24/2018

Charge Amount: \$340.52

MLH FARMS LLC
1637 WAR HILL PARK RD

DAWSONVILLE, GA 30534



Scan this code with your mobile phone to view this bill

Harmony Gee

From: Chris Archer
Sent: Tuesday, March 05, 2019 8:19 AM
To: Harmony Gee
Subject: Fwd: Uncle Shucks New Site Info

Chris Archer
Dawson County Emergency Services
393 Memory Ln
Dawsonville, GA 30534
(706)429-5678
carcher@dawsoncounty.org

Begin forwarded message:

From: "Keith Mulkey" <keith@uncleshucks.com>
Date: February 25, 2019 at 2:51:45 PM EST
To: <carcher@dawsoncounty.org>
Subject: Uncle Shucks New Site Info

Chris

As we discussed on the phone, We plan to widen both the entrance and exit to the parking area. We will also gravel to travel paths through the parking area to enable better access.

Please let me know if you have any other concerns.

Thanks
Keith Mulkey
(770) 561-2107

Harmony Gee

From: Ringle, Bill <Bill.Ringle@dph.ga.gov>
Sent: Monday, March 04, 2019 9:15 AM
To: Harmony Gee
Subject: Re: Uncle Shucks
Attachments: Uncle Shucks Zoning Form.pdf

Harmony,

Please see the attached document. It is my understanding that they will use the permitted mobile food unit for food service, as they have the past couple of years. They will need to apply for a temporary toilet permit, as they have in past years.

Thank you,
Bill

George W. "Bill" Ringle
Environmental Health Manager
Dawson County Environmental Health
189 Hwy 53 West
Suite 102
Dawsonville, GA 30534
phone 706-265-2930
fax 706-265-7529

From: Harmony Gee <hgee@dawsoncounty.org>
Sent: Friday, March 1, 2019 2:08:05 PM
To: Jeffrey Bailey; Ringle, Bill
Subject: FW: Uncle Shucks

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Gentlemen,
Just following up on the application for Uncle Shucks. If you could please sign and return to me at your earliest convenience so that I can get it added to the BOC agenda, I would appreciate it. If there are any additional needs from your department, please let me know so that I can pass it along to the business owner.
Thanks,

Harmony Gee

Zoning Administrator
25 Justice Way Suite 2322
Dawsonville, GA 30534

hgee@dawsoncounty.org
Phone: 706-344-3500 ext 42336
Fax: 706-531-2721

From: Harmony Gee
Sent: Thursday, February 21, 2019 8:43 AM

Item Attachment Documents:

2. Presentation of Land Use Resolution Update- Planning & Development Director Jameson Kinley



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning & Development

Prepared By: Jameson Kinley

Work & Voting Session: 3.28.19 & 4.4.19

Presenter: Jameson Kinley

Public Hearing:

Agenda Item Title: Land Use Resolution Update

Background Information:

The BOC has requested the update of our Land Use Resolution. The County put the information out for and open bid to try and put a dollar amount to the cost.

Current Information:

After submitting to multiple sources, we received one quote. The Planning Department would like to move forward with Ross Associates in updating our Land Use Resolution by way of reviewing our Residential and Commercial zoning classifications to keep up with growth patterns.

Proposal submitted at a cost of \$8,100

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: 3/19/19

County Manager Authorization: DH

Date: 3/19/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:




VENDOR'S CHECKLIST

Company Name: William F. Ross DBA: Ross Associates

Please indicate you have completed the following documentation; and submit them in the following order.

ITEM DESCRIPTION

- | | |
|---|---|
| <input checked="" type="checkbox"/> | Vendor's Checklist |
| <input checked="" type="checkbox"/> | Vendor's Information Form |
| <input checked="" type="checkbox"/> | Vendor's Price Proposal Form |
| <input type="checkbox"/> | Vendor's Reference Form |
| <input type="checkbox"/> | Addenda Acknowledgement Form and Any Addenda Issued |
| <input checked="" type="checkbox"/> | Drug-Free Workplace Affidavit |
| <input checked="" type="checkbox"/> | Georgia's Security and Immigration Compliance Act Affidavit |
| <input checked="" type="checkbox"/> | • Contractor Affidavit |
| <input checked="" type="checkbox"/> n/a | • Subcontractor Affidavit (if applicable) |
| <input type="checkbox"/> n/a | Local Small Business Initiative Affidavit (if applicable) |
| <input checked="" type="checkbox"/> | Proof of Insurance |
| <input checked="" type="checkbox"/> | Completed W9 |
| <input checked="" type="checkbox"/> | Copy of Valid Business License |
| <input type="checkbox"/> | Copy of Any Certifications Requested within Request for Quote |


Authorized Signature

William F. Ross
Print Name

PRESIDENT
Title

MARCH 8, 2019
Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



VENDOR'S INFORMATION FORM

1. Legal Business Name William F. Ross DBA: Ross Associates

2. Street Address 340 N. Main Street

3. City, State & Zip Madison, Ga 30650

4. Type of Business: Sole Proprietor: Planning Consultant State of Registration: GA

(Association, Corporation, Partnership, Limited Liability Company, etc)

5. Name & Title of Authorized Signer: William F. Ross, President

6. Primary Contact William F. Ross

7. Phone 404-626-7650 Fax n/a

8. E-mail bill@planross.com

9. Company Website planross.com

10. Has your company ever been debarred from doing business with any federal, state or local agency?

Yes No If Yes, please state the agency name, dates and reason for debarment.

**ATTACH COPY OF BUSINESS LICENSE AND A COMPLETED W-9 FORM
THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**



VENDOR'S PRICE PROPOSAL FORM

Company Name: Ross Associates

Description of Project	Quantity of Measure	Total Cost to County
Consulting Services for the Land Use Resolution Update	Lump Sum – Not To Exceed Amount	\$8,100.00

Additional Information: Price also includes a review of County public hearing procedures in light of GA Supreme Ct rulings.

Costs listed above shall be all inclusive to total cost to the County to include any and all travel expenses to complete all tasks associated with the scope of work. No other fees/charges may be applied to individual invoices. Detailed records shall accompany each invoice.

Do you accept Net 30 terms? Yes No

If no, payment terms requested: _____

Quote valid for 365 days

Authorized Signature: [Signature] Date: 3/8/19

Title: President

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



DRUG FREE WORKPLACE

I hereby certify that I am a principle and duly authorized representative of: Ross Associates

Whose address is:

340 N. Main Street, Madison, GA 30650

And it is also that:

1. The provisions of Section § 50.24.1 through § 50.24.6 of the Official Code of Georgia Annotated, relating to the "Drug Free Workplace Act" have been complied with in full; and,
2. A drug free workplace will be provided for the CONTRACTOR'S employees during the performance of the contract; and,
3. Each subcontractor hired by the CONTRACTOR shall be required to ensure that the subcontractor's employees are provided a drug free workplace. The CONTRACTOR shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with _____, _____ certifies to the CONTRACTOR that a drug free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section § 50.24.3"; and,
4. It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

MARCH 8, 2019
Date

[Signature]
Signature

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	Ross Associates
County Solicitation/ Contract No.:	RFQ # 26-19

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the County, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the County at the time the subcontractor(s) is retained to perform such service.

268899
EEV / E-Verify™ Company Identification Number

[Signature]

BY: Authorized Officer or Agent
(Contractor Name)

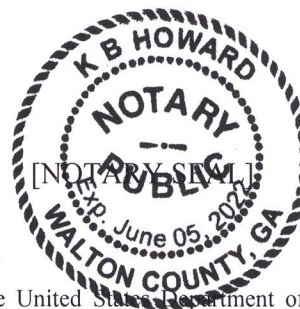
President
Title of Authorized Officer or Agent of Contractor

William F. Ross
Printed Name of Authorized Officer or Agent

MARCH 8, 2019
Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE 8 DAY OF March 2019

K B Howard
Notary Public



My Commission Expires: 06-05-2022

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	Ross Associates
County Solicitation/ Contract No.:	RFQ # 26-19

ADDITIONAL INSTRUCTIONS TO CONTRACTOR: Identify all subcontractors used to perform under the county contract. In addition, you must attach a signed and notarized affidavit (third page of this form) from each of the subcontractors listed below. The contractor is responsible for providing a signed and notarized affidavit to the County within five (5) days of the addition of any new subcontractor used to perform under the identified County contract.

Contractor's Name:	n/a Ross Associates
Subcontractors:	n/a

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/06/2019

PRODUCER Harrington Insurance Agency, Inc. 39 South Peachtree Street Norcross GA 30071	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED Ross & Associates 211 Colonial Homes Drive NW Suite 2307 Atlanta GA 30309	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:80%;">INSURERS AFFORDING COVERAGE</th> <th style="width:20%;">NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td></td> </tr> <tr> <td>INSURER B: Grange Insurance</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A:		INSURER B: Grange Insurance		INSURER C:		INSURER D:		INSURER E:	
INSURERS AFFORDING COVERAGE	NAIC #												
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INSURER E:													

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS												
B		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	BP2301058	02/22/2019	02/22/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000												
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$												
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$												
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	BP2301058	02/22/2019	02/22/2020	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$ \$ \$												
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:5%;">WC STATU-TORY LIMITS</td> <td style="width:5%;">OTH-ER</td> <td style="width:90%;"></td> </tr> <tr> <td colspan="2">E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td colspan="2">E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td colspan="2">E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER		E.L. EACH ACCIDENT		\$	E.L. DISEASE - EA EMPLOYEE		\$	E.L. DISEASE - POLICY LIMIT		\$
WC STATU-TORY LIMITS	OTH-ER																	
E.L. EACH ACCIDENT		\$																
E.L. DISEASE - EA EMPLOYEE		\$																
E.L. DISEASE - POLICY LIMIT		\$																
		OTHER																

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER Dawson County, GA 25 Justice Way Dawsonville, Georgia 30534	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Mark P. Harrington</i> <JH>
--	---

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



Coverage detail for 2018 Mazda 6

Coverage	Limits	Deductible	Premium
Automobile Liability Insurance		Not applicable	\$178.28
Bodily Injury	\$1,000,000 each person \$1,000,000 each occurrence		
Property Damage	\$1,000,000 each occurrence		
Auto Collision Insurance	Actual cash value	\$500	\$217.78
(Safe Driving Deductible Reward - deductible reduction amount available is \$200)			
Auto Comprehensive Insurance	Actual cash value	\$0	\$128.06
Rental Reimbursement	Not purchased*		
Towing and Labor Costs	\$100 each disablement	Not applicable	\$6.36
Uninsured Motorists			
Added on to at Fault Liability Limits			
Property Damage	\$100,000 each accident	\$250	\$10.86
Automobile Medical Payments	Not purchased*		
New Car Expanded Protection		Not applicable	\$16.63
Sound System	Not purchased*		
Tape	Not purchased*		
Total premium for 2018 Mazda 6			\$557.97



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/06/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007		FAX (A/C, No):
	E-MAIL ADDRESS: contact@hiscox.com		
INSURER(S) AFFORDING COVERAGE			NAIC #
INSURER A: Hiscox Insurance Company Inc			10200
INSURED Ross Associates 340 N Main Street Madison, GA 30650	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		


COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	Y		UDC-2362186-EO-18	09/13/2018	09/13/2019	Each Claim: \$ 1,000,000 Aggregate: \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Dawson County Georgia 25 Justice Way Dawsonville, GA 30534	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/06/2019

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PRODUCER Jim Boyd & Associates, Inc 120 E. Washington St. P. O. Box 69 Madison GA 30650	CONTACT NAME: Marsha Swann PHONE (A/C, No, Ext): (706) 342-2411 FAX (A/C, No): (706) 342-4738 E-MAIL ADDRESS: marsha@jimboydagency.com												
INSURED William F. Ross DBA Ross Associates 211 Colonial Homes Dr NW Suite 2307 Atlanta GA 30309-5201	INSURER(S) AFFORDING COVERAGE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">INSURER A: Liberty Mutual Insurance Company</td> <td style="width: 20%;">NAIC #</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER A: Liberty Mutual Insurance Company	NAIC #	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER A: Liberty Mutual Insurance Company	NAIC #												
INSURER B:													
INSURER C:													
INSURER D:													
INSURER E:													
INSURER F:													

COVERAGES **CERTIFICATE NUMBER:** CL193605900 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR	LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	\$
								DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
								MED EXP (Any one person)	\$
								PERSONAL & ADV INJURY	\$
								GENERAL AGGREGATE	\$
								PRODUCTS - COMP/OP AGG	\$
									\$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
								BODILY INJURY (Per person)	\$
								BODILY INJURY (Per accident)	\$
								PROPERTY DAMAGE (Per accident)	\$
									\$
		UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
								AGGREGATE	\$
									\$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC5-39S-385409-019	01/24/2019	01/24/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	\$ 1,000,000
								E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
								E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City Planner/consultant

CERTIFICATE HOLDER

CANCELLATION

Dawson County Georgia 25 Justice Way Dawsonville GA 30534	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <div style="text-align: right; margin-top: 20px;"> </div>
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Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) William F. Ross	
	Business name/disregarded entity name, if different from above Ross & Associates	
	Check appropriate box for federal tax classification: <input checked="" type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____	
	Address (number, street, and apt. or suite no.) 211 Colonial Homes Drive, STE 2307	Requester's name and address (optional)
City, state, and ZIP code Atlanta, GA 30309		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)																																										
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="10" style="text-align: center;">Social security number</th> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">1</td> <td style="text-align: center;">3</td> <td style="text-align: center;">-</td> <td style="text-align: center;">6</td> <td style="text-align: center;">8</td> <td style="text-align: center;">-</td> <td style="text-align: center;">9</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">2</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="10" style="text-align: center;">Employer identification number</th> </tr> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>	Social security number										4	1	3	-	6	8	-	9	4	5	2	Employer identification number																			
Social security number																																										
4	1	3	-	6	8	-	9	4	5	2																																
Employer identification number																																										
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.																																										

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below), and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	
Sign Here	Signature of U.S. person ▶ Date ▶ <u>6/12/17</u>

General Instructions

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

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

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

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

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

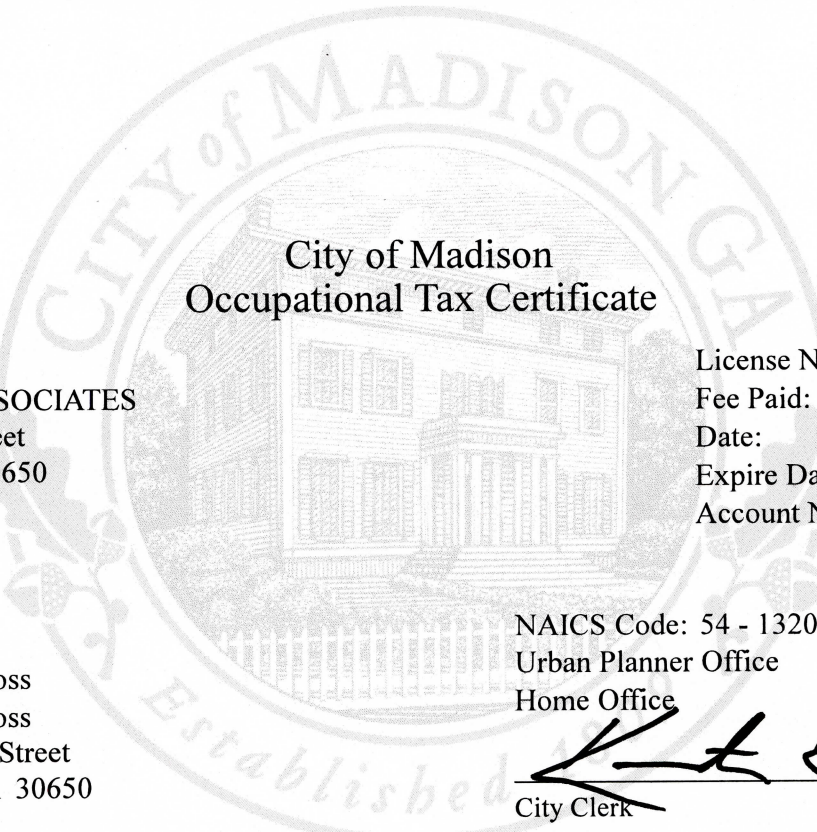
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

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

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

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

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



City of Madison
Occupational Tax Certificate

William F. Ross
DBA: ROSS ASSOCIATES
340 N Main Street
Madison, GA 30650

License No: 201800182
Fee Paid: \$72.00
Date: 11/6/2017
Expire Date: 12/31/2018
Account No: 35464

William F. Ross
William F. Ross
340 N Main Street
Madison, GA 30650

NAICS Code: 54 - 1320
Urban Planner Office
Home Office



City Clerk

STATEMENT OF QUALIFICATIONS



Planning Consulting and
Plan Implementation

Zoning and Development Regulations

ROSS+associates
urban planning & plan implementation

STATEMENT OF QUALIFICATIONS

Planning Consulting and Plan Implementation Zoning and Development Regulations

Table of Contents

Overview of the Firm	1
Business Location and Officers.....	2
History and Legal Structure of the Firm.....	2
Availability.....	2
Consultant's Experience	3
Resume of Bill Ross.....	3
WILLIAM F. ROSS	4
Experience with Zoning and Development Regulations	7
Work Performed for Public Entities	11

Overview of the Firm

ROSS+associates is a nationally recognized urban planning and plan implementation firm. Strategic and long range comprehensive planning, **zoning and land development codes**, impact fees and other implementation and project financing programs that realistically achieve plan objectives are major strengths of the firm and its principals.

The **corporate vision** of the firm is to assist the client in devising a strategy that will meet public needs for coping with anticipated growth and change within financial realities. This vision is interwoven into the firm's range of services and experienced through individual projects.

Comprehensive land use planning services include the identification of land use and community facility needs based on future forecasts of population growth and economic development demand, and on projected patterns of land use development. In addition to city and county Comprehensive Plans, related planning specialties include demographics and growth forecasts, affordable housing strategies and 'smart growth' community design criteria.

Public facility planning and programming services range from broad Capital Improvement Programs creating a local funding strategy for a wide spectrum of public facilities, to Community Improvement Elements focused on impact fee programs and water/sewer fee studies, to individual facility categories such as Transportation and Parks and Recreation Plans.

Implementation and financing services focus on Short Term Work Programs and resources such as bond financing, **Impact Fee Programs**, Community Improvement Districts and Tax Allocation Districts (TADs).

Land development regulations further Implementation through state-of-the-art regulations, such as zoning ordinances and unified development codes, that translate local Plan objectives into actual requirements and streamlined procedures within realistic staffing capabilities.

Public outreach and involvement through such vehicles as festivals, workshops, web sites, community surveys, media contacts and handout brochures are hallmarks of the firm's approach to planning assignments, through public participation programs tailored to each client.



Business Location and Officers

ROSS+associates maintains offices in Atlanta and Madison, Georgia. The offices are located at:

340 N. Main Street
Madison, Georgia 30650

211 Colonial Homes Drive NW
Suite 2307
Atlanta, Georgia 30309

ROSS+associates is a Sole Proprietorship owned by William F. (Bill) Ross.

History and Legal Structure of the Firm

ROSS+associates was created in 2001 as the successor venture to Cooper-Ross sv, under the sole direction and control of William F. Ross. The company is based in Georgia and is active throughout the state and on the national level.

WFR Associates was formed by William F. Ross in 1988, following twelve years of experience in public service and six years of private sector work.

Cooper-Ross sv was formed in 1992 as a special venture between WFR Associates and Cooper Consulting Company of Birmingham, Alabama. Mr. Ross served as a Principal of the firm, along with his partner, Connie Cooper.

In addition to ROSS+associates, some of the work done by the firm's principals on zoning and land development regulations in the state has been accomplished through its sister company, the **Georgia Zoning Institute**. The Institute was created in order to bring together legal and engineering expertise to focus exclusively on regulatory issues facing cities and counties in Georgia. William F. Ross, President of ROSS+associates, is also President of the Georgia Zoning Institute.

Availability

The firm's current workload, projects winding down and projects anticipated as a result of current proposals provide adequate staff time to undertake the proposed work.

Consultant's Experience

William F. Ross, who oversees all activities of the firm, has over forty-five years of planning experience in government and private consulting, and has been recognized as a legal expert regarding zoning and land development regulation and administration, and in the field of impact fees, particularly under Georgia's unique laws and court decisions.

Bill Ross' career has included both "in the trenches" experience as a public official within local government and extensive consulting work with cities and counties regarding their land use planning activities, zoning and land development regulations, and public facility programming and financing. While with Fulton County, Mr. Ross served as Deputy Director for Planning and Administration of the Planning and Community Development Department. This entailed day-to-day direction to the Planning Division as well as administration of the entire department (which included the Public Works Division and their three inmate work camps). Future land use planning, rezoning reviews and recommendations, and preparing land development regulations are normal activities of any planning department. Subsequently, Mr. Ross served as the Director of Development in Gwinnett County, where he oversaw the development review, construction and building permitting processes, development and building inspections, and code enforcement for the county. Mr. Ross consolidated all of Gwinnett County's zoning and development related ordinances into a single unified code—the first in the state and still in use today (with a few amendments over time). This "hands on" experience in these two large and fast-growing counties has been very helpful when consulting with cities and counties, providing an insider's view of planning and zoning realities.

On the legal front, Mr. Ross provides professional assistance and expert testimony in defense of cities and counties that have been sued over rezoning or other land development related decisions. In all but one of the many cases that Mr. Ross has been involved in have either been won in court or withdrawn by the plaintiffs. In providing these services, Mr. Ross keeps abreast of decisions of the Georgia Supreme Court as zoning law evolves in the state, and with legal trends nationwide.

With regard to professional development, Mr. Ross has been actively involved with the advancement of planning in Georgia through the Georgia Planning Association, including two terms as President of the organization. Mr. Ross most recently edited the GPA newsletter, *Georgia Planner*, and served as the Founding President of the new Georgia Planning Memorial Foundation.

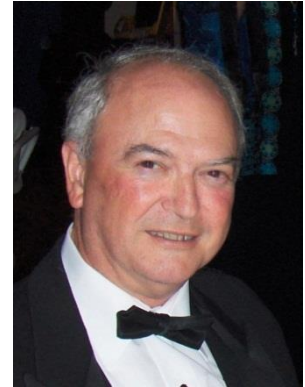
Resume of Bill Ross

William F. Ross is President and sole proprietor of ROSS+associates. His resume appears on the following pages.

WILLIAM F. ROSS

President

ROSS+associates



William F. (Bill) Ross has over forty-five +years of planning experience in government and private consulting and carries unique credentials in the areas of **land development regulation**, comprehensive planning, socio-economic forecasting, and infrastructure financing. Since the early 1970's, Mr. Ross has been involved in various aspects of planning as an urban planning consultant and as a government official.

As a planning consultant, Mr. Ross has prepared **Comprehensive Plans** and Updates in a number of cities and counties, particularly in Georgia. For instance, the firm headed up a multi-disciplined team to update the Joint Comprehensive Plan for Cherokee County and its cities of Ball Ground, Waleska and Woodstock, including detailed forecasts, an extensive market study and a fiscal analysis of the impact of new growth on the County. Other Comprehensive Plans or updates prepared under Mr. Ross' direction include the cities of Cartersville, Chamblee, Suwanee and Woodstock, as well as Douglas County, Oconee County and Jackson County, and forecasts for the Gainesville-Hall County Master Transportation Plan. Most recently, in association with other consultants, Plans have been prepared for Columbia, Hall, Spalding and Barrow Counties.

In the area of **land development regulation**, Mr. Ross has prepared zoning ordinances, unified land development codes and sign ordinances in a number of cities and counties. Recent experience has focused on the preparation of unified development codes (UDCs), which combine zoning, signage, subdivision, erosion, flood protection and other requirements relating to the entire land development process into a single ordinance. Clients in Georgia have ranged from very rural areas such as Crisp and Lumpkin Counties, to high growth suburbanizing areas such as Hall County, to mature urban areas such as Columbus/Muscogee County. In every case, our goal has been to make regulations effective, both in being easy for the average citizen or developer to understand and for the public official to interpret and enforce. Clarity of language, extensive use of tables and illustrations, and precision in use of terms all contribute significantly to this.

Mr. Ross has directed preparation of **impact fee programs** for a wide variety of cities and counties in Georgia. Under Mr. Ross' hands-on participation, about three-quarters of all impact fee programs adopted in Georgia were prepared by ROSS+associates.

On a broader view of **Infrastructure financing**, Mr. Ross has addressed key policy and implementation issues related to long range financial planning in several projects, including the creation of Community Improvement Districts (CIDs) for downtown Atlanta, the Cherokee County Technology Ridge and the Central Perimeter Area; creation of Georgia's second Transportation Management Association; and the land use/regulatory aspects of a Tax Allocation District (TAD) for Bulloch County.

As a government official, Mr. Ross was with Fulton County, Georgia, for ten years, heading up all planning and zoning activities, and directed the Development Department in Gwinnett County for two years. While at Fulton County, Mr. Ross created the County's first Comprehensive Plan and implemented their neighborhood planning program. Mr. Ross also administered the rezoning and plan review process and extensively amended the County's various land development regulations. In Gwinnett County, then the fastest growing urban county in America, Mr. Ross reorganized the plan review, permitting and inspections process in a system issuing 10,000 building permits in new construction a year. While there, the County's zoning, subdivision and other development-related ordinances were revamped and combined into the first Unified Development Code in Georgia with his direct participation and in coordination with a task force of private engineers, developers and builders.

In addition, Mr. Ross has used his extensive experience to make presentations on a wide variety of planning issues at **workshops and conferences**. Sessions at Georgia Planning Association and Georgia Association of Zoning Administrators conferences since 2000 alone include:

- Overlay Districts (with Paige Hatley) - GAZA Fall Conference, 2019
- Training Appointed Board Members, Variances Session: DCA and GPA 2018
- Impact Fees—Georgia's Most Ignored Law?: GPA 2018
- Appointed Boards: Making Sound Decisions—CPI and GPA 2017
- Your Signs are Showing—GAZA 2015
- Zoning for Economic Development - GAZA 2012
- Setting Fees (How to and Why) - GAZA 2011
- Funding Strategies for Plan Implementation - GPA 2010
- Zoning Administration - GAZA 2010
- Marriage of Comp Plans and Ordinances - GAZA 2009
- Regulating Signs in the Digital Age - GAZA 2009 and GPA 2009
- The Hybrid Code - GPA 2008
- Do the Right Thing ... Ethical Decision-making in the Planning Process - GPA 2008
- The Zoning Clinic - GPA 2008
- Infrastructure Development Districts (IDDs) - GPA 2007
- Urban Zoning - GAZA 2007
- Form-Based Codes - GAZA 2007
- Development Strategies - GAZA 2006
- Signs - GAZA 2006
- Getting What You Want ... Linking the Comprehensive Plan to Development Regs - GPA 2005
- Show Me the Money ... Strategies for Funding Capital Improvements - GPA 2005
- Annexation: Threading the Needle Five Ways - GPA 2005
- Hardships, Heartaches ... Variances and Other "Relief" - GAZA 2004
- Signs - GAZA 2003
- Subdivision Plat Reviews - GAZA 2002
- Goes Without Saying ... New Rules for Signs in Georgia - GPA 2002
- Design Concept Development Districts - GPA 2002
- Considerations in Choosing Land Use Controls - GPA 2002
- Impact Fees and Development Agreements - GAZA 2001
- Impact Fees ... The Planning Connection - GPA 2001
- Making Conservation Subdivisions Real - GPA 2001
- Linking the Smart Growth Vision to Reality - GAZA 2000

Mr. Ross also has provided training programs for public officials in several cities regarding their roles and decision-making.

Employment History	<p>President, ROSS+associates, 2001–Present</p> <p>President, Georgia Zoning Institute, Inc. 1995-Present</p> <p>Principal, Cooper-Ross sv, Atlanta & Birmingham, 1992-2001</p> <p>President, WFR Associates, Atlanta, Georgia, 1988-2001</p> <p>Vice-President, Post Properties, Inc., Atlanta, Georgia, 1987-88</p> <p>Director of Development, Gwinnett County, Georgia, 1985-87</p> <p>Deputy Director, Planning & Administration, Fulton County, GA, 1975-1985</p> <p>Planning Consultant, Adley Associates, Inc., 1970-75</p>
Education/ Honors	<p>Georgia State University, B.S. in Urban Life with Honors (1970):</p> <p style="padding-left: 40px;">Dean's Key for Scholastic Achievement</p> <p style="padding-left: 40px;">Blue Key Honor Fraternity</p> <p>University of Georgia, Carl Vinson Institute of Government:</p> <p style="padding-left: 40px;">Certificate of Public Management (1987).</p>
Professional Affiliations	<p>Founding President, Georgia Planning Memorial Foundation, 2008–2015</p> <p>VP and Board Member, Georgia Planning Memorial Foundation, 2015–present</p> <p>President, Georgia Planning Association, 1993-1997</p> <p>Editor, GPA Newsletter, 2005--2012</p> <p>Chairman, GPA Nominations Committee, 1998, 2000 and 2002</p> <p style="padding-left: 40px;">Chairman, GPA Public Relations Committee, 1991-1993</p> <p style="padding-left: 40px;">Director (At-Large), GPA Board of Directors, 1989-1991</p> <p style="padding-left: 40px;">Chairman, GPA Bylaws and Organization Committee, 1990</p> <p style="padding-left: 40px;">Chairman, Local Programs Committee, APA National Conf. 1989</p> <p>Charter Member, American Planning Association</p> <p style="padding-left: 40px;">Member, APA Planning Officials' Advisory Committee, 1995-2000</p> <p>Member, APA National Planning Awards Jury, 1998</p> <p>Associate Member, Georgia Association of Zoning Administrators</p> <p>Planning Advisory Committee, Ga. Dept. of Community Affairs, 1993-1997</p> <p>Growth Strategies Reassessment Task Force, Georgia DCA, 1998</p> <p>Developments of Regional Impact Task Force, Georgia DCA, 1999-2000</p> <p>Lecturer:</p> <p style="padding-left: 40px;">Georgia State University Real Estate and Urban Affairs Program</p> <p style="padding-left: 40px;">Institute for Continuing Legal Education (ICLE)</p> <p style="padding-left: 40px;">County Commissioner's Training Program: Planning and Zoning ACCG</p> <p style="padding-left: 40px;">Elected Officials Training Program: Planning and Zoning (GMA)</p> <p style="padding-left: 40px;">Community Planning Institute (GPA)</p>
Representative Projects	<p>Projects under Mr. Ross' direction include well over 100 assignments in Georgia under the following categories:</p> <ul style="list-style-type: none"> ▪ Zoning and Unified Land Development Codes, Sign Ordinances ▪ Comprehensive Plans, Land Use Plans, Community Work Programs ▪ Community Improvement Districts (CIDs), Tax Allocation Districts (TADs) ▪ Socio-Economic Forecasts and Economic Analyses ▪ Economic Development Plans, Market Analyses ▪ Impact Fee Analyses and Ordinances, Capital Improvement Programss ▪ Farm Land Conservation and Protection, TDR program ▪ Expert Testimony in Lawsuits

Experience with Zoning and Development Regulations

This section provides a few examples to illustrate the range of experience the firm brings to any project.

■ Unified Development Code, Oconee County, Georgia

This burgeoning county, attracting growth from Athens-Clarke County to the north and from the Atlanta Metro Area to the west, sought to manage its emergence as a suburbanizing area while preserving its valued historic roots in agriculture and small-town living. Altogether, some seventeen individual ordinances dealing with one element or another relating to zoning and land development were integrated into the new Code, along with major improvements in definitions, procedures, usability and clarity.

As part of the project, entirely new application packages were developed for all processes in the new Code. Coordinated for a consistent look, the first page of each package serves as the basic application and creates a record of all actions taken on the request.

OCONEE COUNTY ZONING CHANGE APPLICATION

Recording from _____ to _____ Change in Conditions of Approval for Case # _____
 Special Use Approval for _____ in _____ Zoning District

Applicant Name: _____ Address: _____ Telephone: _____
Property Owner Name: _____ Address: _____ Telephone: _____

Applicant is (check one): The Property Owner Not the Property Owner (attach Property Owner's Authorization)
 Applicant's Certification: I hereby certify that the information contained in and attached to this application is true and correct.

Signature: _____ Date: _____ Notarized: _____

Property Location: _____ Use: _____
 Current Use: _____
 Tax Parcel Number: _____ Current Zoning: _____ Proposed Use: _____
 Size (Acres): _____
 Future Land Use Map Category: _____

Attachments (check all that apply)
 Property Owner's Authorization (if applicable)
 Application Fee
 Warranty Deed
 Statement of Political Contributions
 Impact Analysis (UDC § 1209.04)
 Concept Plan (if New Construction or Expansion)
 Narrative Statement (including UDC § 1207)

Pre-approved Sanitary Sewer Extension Submittal
 Private Sewer Proposed No Sewer Proposed
 Map of Multiple Future Land Use Map Categories
 Zoning History (prior application if date, action taken)
 Proof of property taxes paid in full
 Other Attachments: _____

For Oconee County Staff Use Only
 Date Received: _____ Date Accepted: _____ APPLICATION NUMBER _____
 CR: Transmitted to RDC Date: _____ N/A N/A
 Review Submitted: _____ Location Map: _____ Approval With Conditions Denial Denial
 Printed: _____ Ad: _____ Ad: _____ Board of Commissioners Date: _____
 Application Withdrawn: _____ Date: _____ Approval With Conditions Denied Denied

OCONEE COUNTY APPEAL APPLICATION

Hearing Variance Appeal of Administrative Decision
 Special Exception for _____ Flood Damage Prevention Variance

Applicant Name: _____ Address: _____ Telephone: _____
Property Owner Name: _____ Address: _____ Telephone: _____

Applicant is (check one): The Property Owner Not the Property Owner (attach Property Owner's Authorization)
 Applicant's Certification: I hereby certify that the information contained in and attached to this application is true and correct.

Signature: _____ Date: _____ Notarized: _____

Property Location: _____ Use: _____
 Current Use: _____
 Tax Parcel Number: _____ Current Zoning: _____ Proposed Use: _____
 Size (Acres): _____
 Future Land Use Map Category: _____

Attachments (check all that apply)
 Property Owner's Authorization (if applicable)
 Application Fee
 Warranty Deed
 Statement of Political Contributions
 Map or Change Including Variance Request
 Concept Plan (if New Construction or Expansion)
 Narrative Statement Explaining Variance Request

Application Fee
 Zoning History (prior application if date, action taken)
 Map or Change Including Variance Request
 Concept Plan (if New Construction or Expansion)
 Narrative Statement Explaining Variance Request

For Oconee County Staff Use Only
 Date Received: _____ Date Accepted: _____ APPLICATION NUMBER _____
 CR: Transmitted to RDC Date: _____ N/A N/A
 Notification to Applicant Sent: _____ Administrative Action Date: _____
 Sign Printed: _____ Ad: _____ Ad: _____ Board of Commissioners Date: _____
 Application Withdrawn: _____ Date: _____ Approval With Conditions Denied Denied

OCONEE COUNTY PROJECT APPROVAL APPLICATION

Traditional Subdivision Master Planned Development or PUD
 Conservation Subdivision Preliminary Site Plan (Multi-Family and Nonresidential)

Applicant Name: _____ Address: _____ Telephone: _____
Property Owner Name: _____ Address: _____ Telephone: _____

Applicant is (check one): The Property Owner Not the Property Owner (attach Property Owner's Authorization)
 Applicant's Certification: I hereby certify that the information contained in and attached to this application is true and correct.

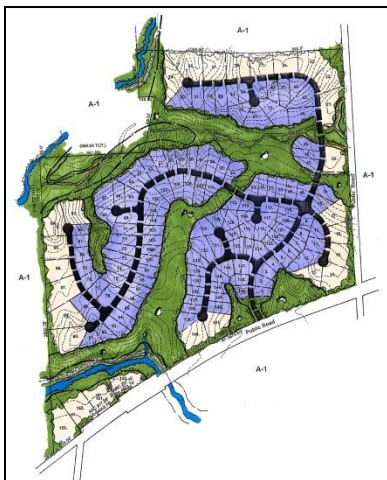
Signature: _____ Date: _____ Notarized: _____

Property Location: _____ Project Name: _____
 Current Use: _____
 Tax Parcel Number: _____ Recording Case # _____ N/A N/A
 Size (Acres): _____ Current Zoning: _____ Concept PUD Plan Approved by SOC on: _____
 Future Land Use Map Category: _____

Attachments (check all that apply)
 Property Owner's Authorization (if applicable)
 Application Fee
 Preliminary Subdivision Plat
 Preliminary Site Development Plan
 Statement: Water Supply & Sanitary Sewage Disposal
 Management Plan for Common Open Space
 Other Attachments: _____

Street Light Plans, Signs & Sp. Tax District Application
 Conditions of Zoning Approval
 Approved Concept Plan or PUD Plan
 For Conservation Subdivisions:
 Field Plan
 Site Analysis Map
 Other Attachments: _____

For Oconee County Staff Use Only
 Date Received: _____ Date Accepted: _____ APPLICATION NUMBER _____
 CR: Transmitted to RDC (date): _____ N/A N/A
 Plat Submitted to GOOT (date): _____ N/A N/A
 Application Withdrawn: _____ Date: _____ Scheduled for CRG Review Date: _____
 Dev Review Committee Date: _____
 Approval With Modifications Denied Denied
 Certificate of Approval Date: _____

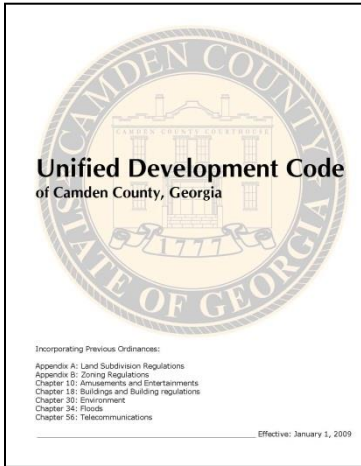


■ Unified Development Code, Columbus, Georgia

ROSS+associates teamed with a nationally prominent firm, working through the Georgia Zoning Institute, in combining all of the land use and development regulations currently in place in the consolidated government of Columbus-Muskogee County, improving the regulations to update them to new technology and standards, and to implement the Comprehensive Plan.

An important achievement was the creation of a conservation subdivision approach tailored to both a suburban setting and an urbanized environment, with unique provisions assuring compatibility with surrounding development.

■ **Unified Development Code, Camden County, Georgia**



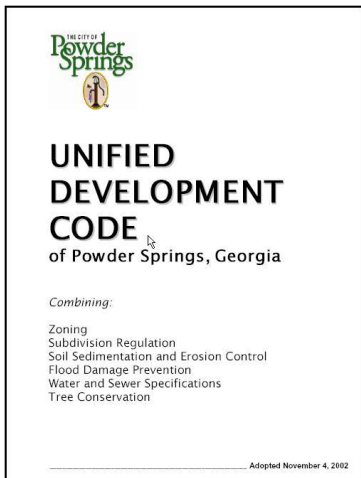
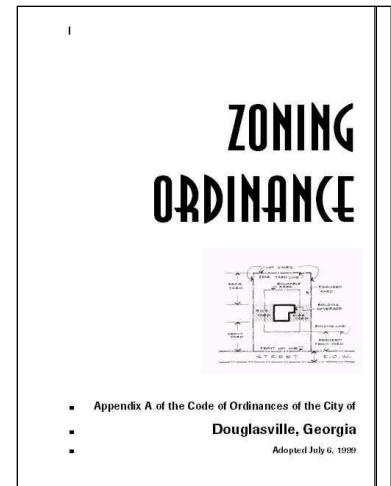
ROSS+associates completed a Unified Development Code for Camden County, Georgia, home to the King’s Bay Submarine Base. The initial work involved combining and greatly improving numerous separate ordinances related to zoning and land development into a single, coordinated Code, leaving only the Building Codes as separate regulations. Key features included a complete overhaul of the uses allowed in each zoning district, unified definitions and interpretation procedures, new landscaping and tree protection requirements, project engineering design and construction standards, and clear administrative procedures identifying responsible parties for receiving, reviewing and approving every application for a permit or other approval from the County. The UDC also included a new Quality Design Overlay district, covering an extensive area of mixed-use master-planned communities south of neighboring Glynn

County.

Subsequently, ROSS+associates prepared a **Master Land Use Plan** for the county, based on an analysis of future development demand and capacity, and amended the UDC with mandatory land use plan consistency requirements.

■ **Zoning Ordinance and Development Code, Douglasville, Georgia**

These award-winning land development regulations were prepared for a city that is experiencing major growth pressures in the Atlanta region while expanding its own boundaries through annexation. The project involved modernizing the existing codes and incorporating the latest legal interpretations in the State while assuring the effectiveness of the codes in implementing the City’s goals and objectives for quality of life. An important aspect of the project involved structural changes to the planning and zoning process in Douglasville through creation of a Planning Commission for the city separate from the county.

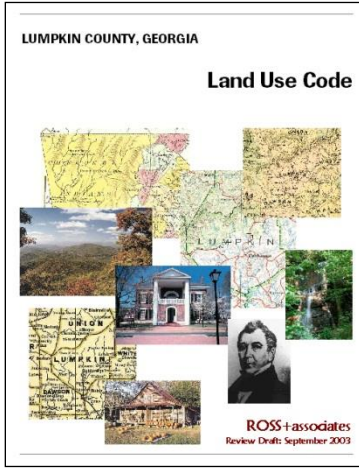


■ **Unified Development Code, Powder Springs, Ga**

Powder Springs’ UDC consolidated a wide range of development-related codes and ordinances across several departments. The Powder Springs UDC explicitly requires consistency with land use designations on the Land Use Plan map. Preparation of the UDC resulted in streamlining of procedures, clarification of the zoning and development functions, and simplification of procedures through the use of consolidated application forms. The new forms document the entire process on one

sheet, simplify reviews and approvals, and are accompanied by instruction sheets for the applicants.

■ **Land Use Code, Lumpkin County, Georgia**



Prepared in close association with a Land Use Plan Update, the LUC is an approach to plan implementation unique to Georgia. In this gateway county to the Georgia Mountains, private property rights and self-determination came face to face with Atlanta exurbanites expecting the protection and assurance of traditional zoning. Having no land use regulations in place, a citizen-based Community Advisory Group appointed by the Commissioner fostered public exploration of a wide range of planning and regulatory approaches. This resulted in a form of the “one-map” approach in which the regulations encourage and guide development patterns consistent with the Land Use Plan without having districted regulations, such as zoning. The use of character areas, village nodes and corridors on the Land Use Plan map facilitated the linkage.

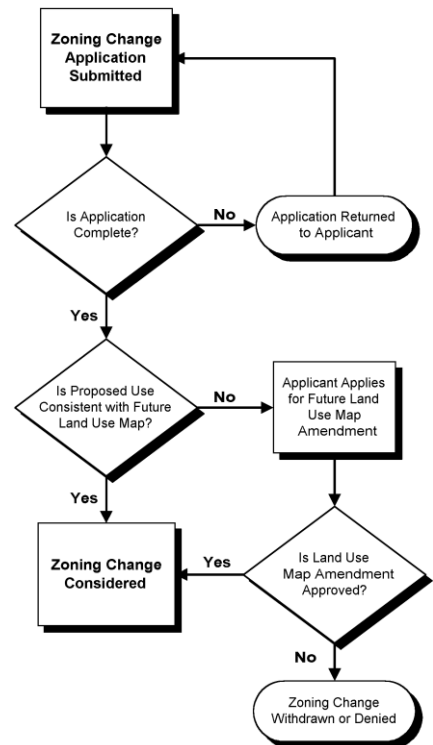
■ **Unified Land Development Code, Gainesville, Georgia**

The Georgia Zoning Institute, Inc., brought together the consultant and a leading law firm, Jenkins & Nelson, to prepare a unified code for this major North Georgia city. The new document has incorporated all of the city's ordinances relating to land use and development (other than the Building Code) into a single document, including rewritten or updated zoning, subdivision, signage, flood and erosion controls, project construction and design requirements. In addition, the project involved extensive consultation on planning and zoning matters, including the restructuring and training of a joint planning and appeals board and legal advice on a wide range of zoning issues.

■ **Unified Development Code, Douglas County, Georgia**

In undertaking the Tenth-Year Update to its Comprehensive Plan, Douglas County also embarked on rewriting its land use and development regulations as a Unified Development Code. Reflecting immediate priorities, several portions went forward for adoption independently, dealing with noise and signs. The UDC implements the County's new requirements for mandatory consistency with the new Land Use Plan.

Zoning Change Application Acceptance



■ **Unified Development Code, Jackson County, Georgia**

Jackson County undertook this major rewrite of its land use and development regulations in concert with a major overhaul of its Land Use Plan. This enabled the Plan to be prepared as a policy document to guide zoning and to require Plan consistency. Cutting-edge elements of the UDC include environmental protection requirements, open space conservation subdivisions, master planned developments enabling “new urbanism” concepts in a rural/suburban setting, and close association between Land Use Plan guidelines and UDC requirements.

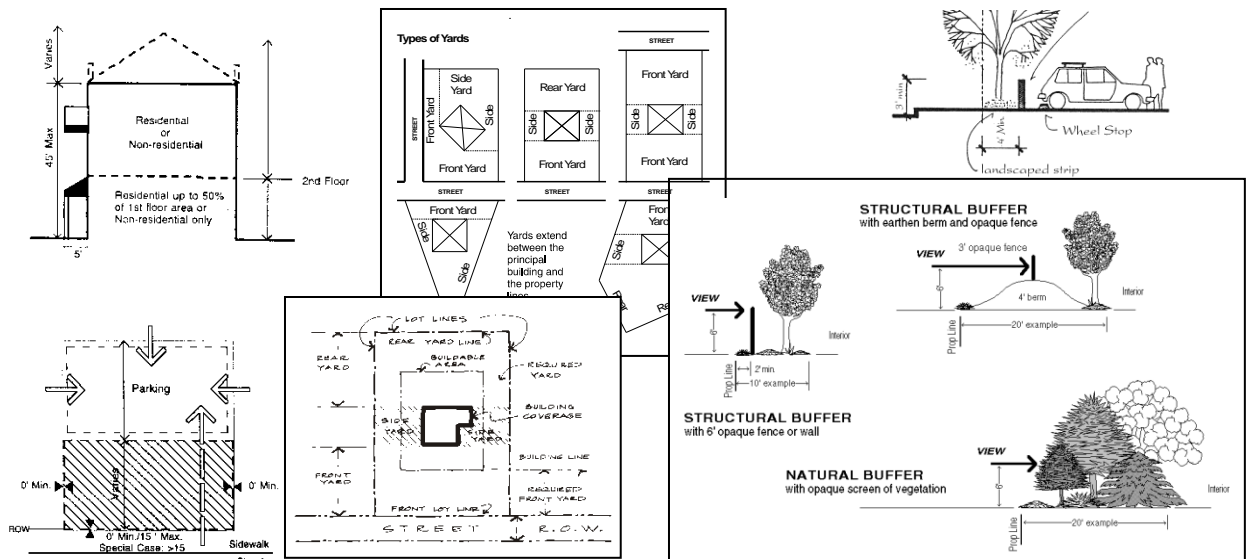


■ **Unified Land Development Code, Lee's Summit, Missouri**

The consultant was part of a blue-ribbon team selected to prepare a unified code for this fast-growing suburb of Kansas City, along with the nationally recognized law firm of Stinson, Mag and Fizzell of Kansas City, and Lohan Associates, a design firm based in Chicago. The project involved extensive rewrite, consolidation and restructuring of the city's land use and development regulations, with a major emphasis on urban design elements and the future livability of this burgeoning community.

■ **Unified Land Development Code, Crisp County, Georgia**

Crisp County, a predominantly rural and agricultural county self-styled the “Watermelon Capital of Georgia,” came under mounting development pressure for retirement and second-home development along the shores of Blackshear Lake. The new Unified Land Development Code had to address both the expectations of those relocating into the county from urban and suburban areas as well as the rural quality of life and self-reliant attitudes of the county’s existing residents. Critical to the success of the project was the creation of application forms and applicant instructions that facilitated administration of all rezoning and development permitting activity while recognizing staffing limitations.



Work Performed for Public Entities

The following table provides a listing of work performed for public entities over the past many years, and includes contact names and telephone numbers for those familiar with the work if they are still with the entity (or otherwise if their current location is known). All of the projects were accomplished under the direction of William F. Ross, along with subcontractors brought in on a case-by-case basis.

Those shown in **BOLD** are the most recent or relevant jobs and the contacts are still easily available.

<i>Client/Job</i>	<i>Contact</i>	<i>Phone #</i>
Zoning and Unified Land Development Codes		
Athens-Clarke County, GA	Al Crace, former Manager	706-367-6335
Banks County, GA	Jenni Gailey, County Clerk	706-677-6200
Barrow County, GA	Keith Lee, County Manager	770-307-3506
Bulloch County, GA - Design Standards and PUD rewrite	Tom Couch, County Manager	912-764-6245
Camden County, GA	John Peterson, Planning Director	912-510-4315
Chamblee, GA - Sign Ordinance	Kathy Brannon, City Clerk	770-986-5010
Columbus, GA	Rick Jones, Director of Planning	706-653-4116
Crisp County, GA	Connie Sangster, Planning Director	912-276-2672
Dalton-Whitfield County - Review of Unified Zoning Ordinance	Barnett Chitwood, Northwest Georgia Regional Commission	706-272-2300
Douglas County, GA	Eric Linton, County Manager	770-920-7244
Douglasville, GA - Sign Ordinance	Susan Littlefield, Asst. City Attorney	770-920-3000
Douglasville, GA - Zoning & Development Codes	Michelle Wright, Planning Director	770-920-3000
Duluth, GA - Unified Development Code	James Riker, City Manager	770-476-1790
East Point, GA	Chuck Taylor, former Assistant Planning Director	770-467-4254
Gainesville, GA	Kip Padgett, City Manager	770-531-6570
Hawkinsville, GA	Nicky Cabero, City Manager	912-892-3240
Jackson County, GA	B.R. White, former Planning Director	706-769-3916
Lee's Summit, Missouri	Steve Chinn, Stinson, Mag & Fizzell, PC	816-691-3183
Lumpkin County (Land Use Code)	Steve Gooch, Commissioner	706-864-3742
Morgan County, GA	Chuck Jarrell, Director of Planning and Development	770-467-4254

<i>Client/Job</i>	<i>Contact</i>	<i>Phone #</i>
Newnan, GA	Tracy Dunnavant, Planning Director	770-254-2354
Oconee County, GA	Wayne Provost, Strategic Planning Dir	706-769-2921
Powder Springs, GA	Pam Conner, City Manager	770-439-2500
Sheffield, Alabama	Linda Wright, Admin. Assistant	256-383-0250
Walton County, GA	Charna Parker, Asst. Planning Director	770-267-1354

Item Attachment Documents:

3. Presentation of Application for Parade and Assembly - *4-H Rabies Clinic* - Planning & Development Director Jameson Kinley



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning & Development

Work Session: 3.28.19

Prepared By: Harmony Gee

Voting Session: 4.04.19

Presenter: Jameson Kinley _____

Public Hearing: No

Agenda Item Title: Presentation of Parade and Assemblies Permit for the Dawson County Extension Office Annual Rabies Clinic

Background Information:

This will be the fifth year that the Extension office has hosted the Rabies Clinic. Participants will drive into the Courthouse parking lot off of Shoal Creek Road, park, register, return to vehicles and drive to the vet in the upper parking lot. They will then exit back onto Shoal Creek Road.

Current Information:

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: _____

Date:

Finance Dept. Authorization: _____

Date: _____

County Manager Authorization: DH _____

Date: 3-19-19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Item Attachment Documents:

4. Presentation of Request for Addition of Alcohol Licensing Administrator- Planning & Development Director Jameson Kinley



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning & Development

Prepared By: Jameson Kinley

Work & Voting Session: 3.28.19 & 4.4.19

Presenter: Jameson Kinley

Public Hearing:

Agenda Item Title: Request for Addition of Alcohol Licensing Administrator

Background Information:

Historically this has been a position within the Marshal's Office. It is currently frozen.

Currently, we have one code enforcement officer and one animal control officer. This position would allow for them to spend more time in the field, thus allowing them to be more effective and proactive in their duties. The Alcohol Licensing Administrator would be solely in charge of alcohol permitting that currently takes a large portion of time by our officers. This would also allow the Marshal's Office to have an in-office person to answer phone calls and act as a dispatch for better service to Dawson County citizens. The salary range for this position is \$17.00 to 26.35/hour.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
	3351				\$58,169.48	

Recommendation/Motion: _____

Department Head Authorization: _____

Date:

Finance Dept. Authorization: Vickie Neikirk

Date: 3/20/19

County Manager Authorization: DH

Date: 3/20/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

ALCOHOL LICENSING ADMINISTARTOR

DAWSON COUNTY MARSHAL'S OFFICE

Full-Time/Hourly/Non-Exempt

JOB SUMMARY

This position is responsible alcohol licensing services for business alcohol licensing. Administration provides services for businesses that have alcoholic beverage sales within Dawson County.

MAJOR DUTIES

- Receives, evaluates and processes Alcohol License Applications and alcohol licenses for new businesses, new business staff and annual renewals.
- Provides information to the public pertaining to licensing of businesses and assists with instructions for completing licensing forms.
- Provides Sheriff's Office with application information for criminal background checks.
- Produces receipts when applicant/s pay fees; must reconcile receipts each day and prepare receipts/monies for Finance Department.
- Contacts unlicensed businesses regarding licensing ordinance and proper compliance; and business with expired licenses regarding renewals.
- May assist in the preparation of reports, summaries, and analyses as requested by the Director.
- May assist in the analysis and drafting of requested amendments with the assistance of the department Director to the Alcohol Ordinance
- Relays messages and disseminated information to department employees; types correspondences as needed.
- Assists with greeting customers and ascertains their concerns; responds to basic in-office inquires related to permits, applications, plan review, property maps, code enforcement concerns, and other matters.
- Assists in the performance of daily computer back-up procedures.
- Attends public meetings as needed.
- Performs other related duties as assigned.

KNOWLEDGE/ SKILLS / ABILITY

KNOWLEDGE OF:

- Modern office principles and procedures.
- County ordinances, codes, policies, and procedures.
- General licensing procedures.

SKILLED IN:

- Organization; establishing and maintaining records.
- Operating modern office equipment, such as a computer, calculator, facsimile machine, and copier.
- Communication, both verbal and written is vital, interpersonal skill as applied to interaction with co-workers, management, contractors, vendors and the general public.
- Performing mathematical and accounting calculations.

ABILITY TO:

- Review Alcohol License applications for compliance
- Effectively present material either orally or in a written format.
- Establish and maintain an effective working relationship with fellow county employees, department heads, elected officials, county management, business owners and the general public.

COMPLEXITY

The work consists of related technical and administrative duties. The volume of duties performed and time constraints contribute to the complexity of the work.

CONTACTS

- Contacts are typically co-workers, other county employees and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to review alcohol license applications, issue licenses and maintain records regarding licensing in accordance with the Dawson County Alcohol Ordinance and statewide alcohol regulations. Successful performance contributes to the efficient operation of the department.

Physical Ability: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, up to 5 pounds regularly and up to 25 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required.

Environmental Factors: The work is typically performed in office settings.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The Planning and Development Director assigns work in terms of general instructions. Completed work may be spot-checked for compliance with procedures and the nature and propriety of the final result.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Applicant must possess a high school diploma or GED equivalent plus a minimum of two years' experience in a related field; or any equivalent combination of education and experience which provides a sufficient level of understanding of the essential duties of the position.
- Excellent verbal and written communication skills.

- Possess exceptional interpersonal communication, data entry and organizational skills.
- Skilled in operating modern office equipment and knowledgeable in office procedures and administrative methods.
- Microsoft Office proficient.
- Experience with licensing preferred.
- Knowledge of geography of the county (including subdivisions, roads, and street names) preferred.
- Possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____

Item Attachment Documents:

5. Presentation of 2019 Local Maintenance & Improvement Grant Safety Application-
Public Works Director David McKee



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Public Works

Work Session: 3/28/19

Prepared By: Alexa Bruce

Voting Session:

Presenter: David McKee

Public Hearing: Yes _____ No x

Agenda Item Title: 2019 GDOT LMIG Safety Action Plan

Background Information:

The industry standard for re-striping of roads is every 3-5 years. We have provided a list of roads to be re-striping in Dawson County within that suggested time frame. In 2014 Dawson County completed county wide striping grant-most county roads were striped during the last GDOT grant.

Current Information:

Eligible contract items include: signing, striping, and marking on county roads. This application is to be signed and submitted to GDOT Grant Office no later than April 1, 2019. GDOT's commitment to Dawson County is \$100,000 for this program with Dawson County providing a 30% match, a total of \$130,000 toward striping on Dawson County roads.

Staff is requesting tacit approval on March 28 to meet GDOT deadline.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
SPLOST VI	Public Works	324	Not to exceed \$35,000			

Recommendation/Motion: Motion to approve on 3/28/2019 due to GDOT's deadline.

Department Head Authorization: David McKee

Date: 3/20/2019

Finance Dept. Authorization: Vickie Neikirk

Date: 3/20/19

County Manager Authorization: DH

Date: 3/20/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL
MAINTENANCE & IMPROVEMENT GRANT (LMIG)
APPLICATION FOR FISCAL YEAR 2019
TYPE OR PRINT LEGIBLY. ALL SECTIONS MUST BE COMPLETED.**

LOCAL GOVERNMENT INFORMATION

Date of Application: March 20 2019

Name of local government: Dawson County Government

Address: 25 Justice Way Dawsonville GA 30534

Contact Person and Title: David McKee, Dawson County Public works Director

Contact Person's Phone Number: 706 344 3501 x42227

Contact Person's Fax Number: _____

Contact Person's Email: Dmckee@DawsonCounty.org

Is the Priority List attached?

LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

I, David McKee (Name), the Public works Director (Title), on behalf of Dawson County (Local Government), who being duly sworn do swear that the information given herein is true to the best of his/her knowledge and belief. Local Government swears and certifies that it has read and understands the LMIG General Guidelines and Rules and that it has complied with and will comply with the same.

Local government further swears and certifies that it has read and understands the regulations for the Georgia Planning Act of 1989 (O.C.G.A. § 45-12-200, et seq.), Service Delivery Strategy Act (O.C.G.A. § 36-70-20, et seq.), and the Local Government Budgets and Audits Act (O.C.G.A. 36-81-7 et seq.) and will comply in full with said provisions. Local government further swears and certifies that the roads or sections of roads described and shown on the local government's Project List are dedicated public roads and are part of the Public Road System in said county/city. Local government further swears and certifies that it complied with federal and/or state environmental protection laws and at the completion of the project(s), it met the match requirements as stated in the Transportation Investment ACT (TIA).

Further, the local government shall be responsible for any claim, damage, loss or expense that is attributable to negligent acts, errors, or omissions related to the designs, drawings, specifications, work and other services furnished by or on behalf of the local government pursuant to this Application ("Loss"). To the extent provided by law, the local government further agrees to hold harmless and indemnify the DEPARTMENT and the State of Georgia from all suits or claims that may arise from said Loss.

**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL
MAINTENANCE & IMPROVEMENT GRANT (LMIG)
APPLICATION FOR FISCAL YEAR 2019**

LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

If the local government fails to comply with these General Guidelines and Rules, or fails to comply with its Application and Certification, or fails to cooperate with the auditor(s) or fails to maintain and retain sufficient records, the DEPARTMENT may, at its discretion, prohibit the local government from participating in the LMIG program in the future and may pursue any available legal remedy to obtain reimbursement of the LMIG funds. Furthermore, if in the estimation of the DEPARTMENT, a roadway or bridge shows evidence of failure(s) due to poor workmanship, the use of substandard materials, or the failure to follow the required design and construction guidelines as set forth herein, the Department may pursue any available legal remedy to obtain reimbursement of the allocated LMIG funds or prohibit local government from participating in the LMIG program until such time as corrections are made to address the deficiencies or reimbursement is made. All projects identified on the Project list shall be constructed in accordance with the Department's Standard Specifications of Transportation Systems (Current Edition), Supplemental Specifications (Current Edition), and Special Provisions.

Local Government:

E-Verify Number

(Signature)

Sworn to and subscribed before me,

(Print)

This ____ day of _____, 20__.

Mayor / Commission Chairperson

In the presence of:

(Date)

NOTARY PUBLIC

LOCAL GOVERNMENT SEAL:

My Commission Expires:

NOTARY SEAL:

FOR GDOT USE ONLY

The local government's Application is hereby granted and the amount allocated to the local government is _____. Such allocation must be spent on any or all of those projects listed in the Project List.

This _____ day of _____, 20__.

GDOT Office of Local Grants



DAWSON COUNTY Public Works

March 20, 2019

Subject: 2019 LMIG Safety Application and Project List

Dear Mr. Jeramy Durrance:

It is my pleasure to submit to you the following list of projects eligible for LMIG Safety funding for 2019. The formula amount for Dawson County is \$100,00.00. Adding our 30% match of \$30,000.00, that would total \$130,000.00. The following table outlines our 2019 Safety LMIG project list:

Include Centerline and Edge Striping?	County Road Name	429-1000 Rumble Strips	652-2501 5 In. Solid White Paint Stripe	652-2502 5 In. Solid Yellow Paint Stripe	652-3501 5 In. Skip White Paint Stripe	652-3502 5 In. Skip Yellow Paint Stripe	653-0220 TP 2 WORD -- STOP	653-0240 TP 4 WORD -- AHEAD	653-1704 24 In. Solid White Thermo	
		EA	LM	LM	GLM	GLM	EA	EA	LF	
	Totals	9	55.9	87.5	0.08	2.1	3	3	574	
	Unit Price	\$750.00	\$825.00	\$825.00	\$350.00	\$350.00	\$100.00	\$100.00	\$6.00	
	Total Price	\$6,750.00	\$46,117.50	\$72,226.28	\$29.40	\$722.05	\$300.00	\$300.00	\$3,444.00	\$ 129,889.23
Y	Amicalola Church Road	0	7.5	7.2	0.00	0.1	0	0	35	\$12,326.15
Y	Cowart Road	6	6.0	2.4	0.03	0.0	2	2	61	\$12,208.75
Y	Frank Bruce Road	0	2.2	7.3	0.00	0.9	0	0	0	\$8,159.63
N	Goodson Road	0	1.9	0.0	0.00	0.0	0	0	0	\$1,551.00
Y	Grizzle Road (South of Hugh Stowers)	0	2.4	3.7	0.00	0.0	0	0	18	\$5,125.65
N	Grizzle Road (North of Hugh Stowers)	0	0.0	0.0	0.04	0.0	0	0	27	\$175.30
Y	Holcomb Road	0	0.0	1.1	0.00	0.0	0	0	0	\$937.20
Y	Hugh Stowers Road	0	4.9	6.0	0.00	0.0	0	0	54	\$9,323.10
Y	Industrial Park Road	0	0.9	4.8	0.00	0.0	0	0	54	\$5,054.55
N	Keith Evans Road	3	0.0	0.0	0.00	0.0	1	1	55	\$2,780.00
Y	Kilough Church Road	0	3.7	2.5	0.00	0.1	0	0	24	\$5,338.70
N	Liberty Church Road	0	0.0	0.6	0.00	0.0	0	0	0	\$503.25
Y	Lumpkin Campground Road N	0	2.6	19.9	0.00	0.5	0	0	17	\$18,842.40
Y	Lumpkin Campground Road S	0	5.5	3.6	0.02	0.0	0	0	50	\$7,842.20
Y	Nix Bridge Road	0	4.8	2.6	0.00	0.0	0	0	29	\$6,265.80
Y	North Seed Tick Road	0	1.0	1.0	0.00	0.0	0	0	0	\$1,584.00
N	Old Henry Grady Road	0	0.0	0.0	0.00	0.0	0	0	44	\$264.00
Y	Seed Tick Road	0	2.0	2.0	0.00	0.5	0	0	0	\$3,474.30
Y	Shoal Creek Road	0	5.3	5.2	0.00	0.0	0	0	38	\$8,867.40
Y	Valley Road	0	0.7	0.7	0.00	0.0	0	0	0	\$1,155.00
Y	Vandiviere Road	0	2.3	8.4	0.00	0.0	0	0	46	\$9,127.43
Y	War Hill Park Road	0	2.3	8.4	0.00	0.0	0	0	22	\$8,983.43
	TOTAL									

25 Justice Way
Suite 2228
Dawsonville, GA 30534
Phone 706-344-3501
Fax 706-531-2711



Engineering/Project
Managment

GIS

Roads/Bridges

Transfer Station

The project cost estimates DO NOT include the utilization of Dawson County labor and equipment. Please find the enclosed Safety LMIG application and Project list. If there are any questions, please do not hesitate to contact me.

We are current with previous LMIG funding. We will be starting our 2019 LMIG project in April which has already been awarded.

Sincerely,

David McKee

Dawson County Public Works

Department Director

Include Centerline and Edge Striping?	County Road Name	429-1000 Rumble Strips		652-2501 5 in. Solid White Paint Stripe		652-2502 5 in. Solid Yellow Paint Stripe		652-3501 5 in. Skip White Paint Stripe		652-3502 5 in. Skip Yellow Paint Stripe		653-0220 TP 2 WORD -- STOP		653-0240 TP 4 WORD -- AHEAD		653-1704 24 in. Solid White Thermo		
		EA	LM	LM	LM	GLM	GLM	GLM	GLM	EA	EA	EA	EA	EA	EA	EA	EA	EA
	Totals	9	55.9	87.5	0.08	2.1	3	3	3	3	3	3	3	3	3	3	3	3
	Unit Price	\$750.00	\$825.00	\$825.00	\$350.00	\$350.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
	Total Price	\$6,750.00	\$46,117.50	\$72,226.28	\$29.40	\$722.05	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$3,444.00	\$3,444.00	\$ 129,889.23
Y	Amicalola Church Road	0	7.5	7.2	0.00	0.1	0	0	0	0	0	0	0	0	0	35	35	\$12,326.15
Y	Cowart Road	6	6.0	2.4	0.03	0.0	2	2	2	2	2	2	2	2	2	61	61	\$12,208.75
Y	Frank Bruce Road	0	2.2	7.3	0.00	0.9	0	0	0	0	0	0	0	0	0	0	0	\$8,159.63
N	Goodson Road	0	1.9	0.0	0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	\$1,551.00
Y	Grizzle Road (South of Hugh Stowers)	0	2.4	3.7	0.00	0.0	0	0	0	0	0	0	0	0	0	18	18	\$5,125.65
N	Grizzle Road (North of Hugh Stowers)	0	0.0	0.0	0.04	0.0	0	0	0	0	0	0	0	0	0	27	27	\$175.30
Y	Holcomb Road	0	0.0	1.1	0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	\$937.20
Y	Hugh Stowers Road	0	4.9	6.0	0.00	0.0	0	0	0	0	0	0	0	0	0	54	54	\$9,323.10
Y	Industrial Park Road	0	0.9	4.8	0.00	0.0	0	0	0	0	0	0	0	0	0	54	54	\$5,054.55
N	Keith Evans Road	3	0.0	0.0	0.00	0.0	1	1	1	1	1	1	1	1	1	55	55	\$2,780.00
Y	Kilough Church Road	0	3.7	2.5	0.00	0.1	0	0	0	0	0	0	0	0	0	24	24	\$5,338.70
N	Liberty Church Road	0	0.0	0.6	0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	\$503.25
Y	Lumpkin Campground Road N	0	2.6	19.9	0.00	0.5	0	0	0	0	0	0	0	0	0	17	17	\$18,842.40
Y	Lumpkin Campground Road S	0	5.5	3.6	0.02	0.0	0	0	0	0	0	0	0	0	0	50	50	\$7,842.20
Y	Nix Bridge Road	0	4.8	2.6	0.00	0.0	0	0	0	0	0	0	0	0	0	29	29	\$6,265.80
Y	North Seed Tick Road	0	1.0	1.0	0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	\$1,584.00
N	Old Henry Grady Road	0	0.0	0.0	0.00	0.0	0	0	0	0	0	0	0	0	0	44	44	\$264.00
Y	Seed Tick Road	0	2.0	2.0	0.00	0.5	0	0	0	0	0	0	0	0	0	0	0	\$3,474.30
Y	Shoal Creek Road	0	5.3	5.2	0.00	0.0	0	0	0	0	0	0	0	0	0	38	38	\$8,867.40
Y	Valley Road	0	0.7	0.7	0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	\$1,155.00
Y	Vandiviere Road	0	2.3	8.4	0.00	0.0	0	0	0	0	0	0	0	0	0	46	46	\$9,127.43
Y	War Hill Park Road	0	2.3	8.4	0.00	0.0	0	0	0	0	0	0	0	0	0	22	22	\$8,983.43
	TOTAL																	

Item Attachment Documents:

6. Presentation of Request to Surplus / Demolish the Transfer Station Weigh Station
Modular Office- Public Works Director David McKee



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Public Works

Work Session: 3-28-19

Prepared By: D.McKee

Voting Session: 4-4-19

Presenter: David McKee

Public Hearing: Yes No

Agenda Item Title: Request to surplus/demo the Transfer Station weigh station modular office

Background Information:

In 2004, the BOC approved the purchase of a used modular office trailer to be a temporary weigh station at the Transfer Station. Contracts have been awarded to build out the Public Works Complex by Charles Black Construction. Staff has completed the move of the Transfer Station weight station hardware to an alternate temporary modular office to allow the construction of the new building to occur without an interruption in service.

Current Information:

The cost to have the trailer moved to an alternate location has been quoted at \$2,000. The air condition system is in disrepair and was patched together to get through last summer. The Facilities contractor advised replacement of the unit - \$7,500. The office was set up and no axels, wheel or hitch was left with the unit. All items shall be reattached to have the unit moved. Public Works staff has met with Facilities and have received a recommendation to demolish the unit, and scrap the metal.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Motion to approve the surplus and demolition of the 2004 transfer station modular office building.

Department Head Authorization: David McKee

Date: 3-20-19

Finance Dept. Authorization: Vickie Neikirk

Date: 3/20/19

County Manager Authorization: DH

Date: 3/20/19

County Attorney Authorization:

Date:

Comments/Attachments:

Item Attachment Documents:

7. Presentation of 2019 Special Purpose Local Option Sales Tax (SPLOST) VI Program Update- SPLOST Administrator David McKee



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Public Works

Work Session: 3-28-19

Prepared By: D. McKee

Voting Session: N/A

Presenter: David McKee

Public Hearing: Yes _____ No x

Agenda Item Title: SPLOST VI Program Update

Background Information:

SPLOST VI collections started July 2015, with a total of six years of collections and a projected \$46,000,000. 11% allocated to Sheriffs vehicles, 11% to Fire/EMS, 10% Parks & Rec, 67% Public Works, and 1% for IT. No pre-funding of projects was approved. 85% of total collections are allocated to the County and 15% to the City.

Current Information:

Total of \$11,565,649 in projects have been completed. Total collections allocated to Dawson County to date are \$23,474,408 with \$7,500,000 in proposed projects planned for FY 19. Projects include 12 Sheriff's vehicles, Park & Rec Veterans Park rehabilitation, park facility upgrades, Public Works/ Fleet buildings, equipment, stormwater culvert replacement, road improvement program, Fire Station 9 building and equipment, IT computers. Total budgeted revenue FY19 is \$7,500,000.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Presented as information to BOC/public; no motion needed at this time

Department Head Authorization: David McKee

Date: 3-5-19

Finance Dept. Authorization: Vickie Neikirk

Date: 3/5/19

County Manager Authorization: DH

Date: 3/19/19

County Attorney Authorization: _____

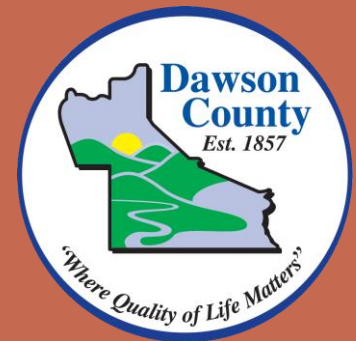
Date: _____

Comments/Attachments:

PowerPoint presentation

SPLOST VI PROJECTS UPDATE

David McKee
March
2019

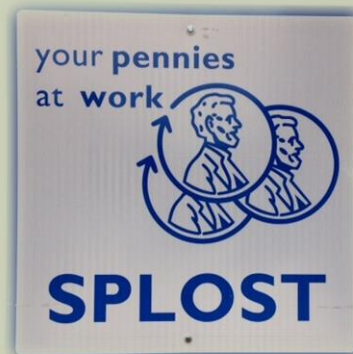


your pennies
at work

SPLOST
special purpose local option sales tax

PROJECTIONS

- \$46,000,000 over 6 Years
 - Collections started July 2015
- 85% County 15% City Projects
- Pre-funding projects is not authorized
 - Projects are proposed to be funded based on priority/need
 - Staff will develop an annual list of approved projects to be funded by SPLOST, and update the BOC on previous phased projects



APPROVED COUNTY PROJECTS

■ County Projects (Total Estimates)

■ County Road Projects	\$21,200,000
■ Public Works Facility	\$ 2,500,000
■ Recycling Facility	\$ 100,000
■ Fire Station/Community Center	\$ 1,750,000
■ Public Work Equipment	\$ 2,200,000
■ Recreational Facilities	\$ 4,067,000
■ Sheriff Vehicles and Equipment	\$ 3,883,000
■ Public Safety Vehicles and Equip.	
■ Ambulances	\$ 750,000
■ Fire Trucks and Equip.	\$ 1,750,000
■ Information Technology Equip.	\$ 350,000

APPROVED CITY PROJECTS

■ City Projects (Total Estimates)

■ City Roads, Streets, Bridges, Sidewalks	\$ 1,250,000
■ City Hall Acquisition	\$ 2,000,000
■ City Sewer and Water Projects	\$ 2,750,000
■ City Parks and Rec Facilities	\$ 2,250,000
■ City Farmers Market Facility	\$ 1,000,000

IMPLEMENTATION PROGRAM

- Percentage of County Projects of Projected Funds Listed in the Approved IGA
 - Roads 67%
 - Parks & Rec 10%
 - Public Safety 11%
 - Sheriff 11%
 - IT 1%

Approximately \$23,474,408.35 has been collected and allocated to County projects to date.

- Priority Determination
- Reserve Built In

SPLOST VI PHASE 1 PROJECTS COMPLETED

■ Roads:

- Dawson Forest Road (Culvert Repair, Paving prep, Paving) Contracted
- Equipment (skid steer, vehicle up fitting, two equipment trailers)

■ Parks & Rec

- Field Rehabilitation
- Rock Creek Park Soccer Lights

■ Public Safety (Fire/EMS)

- Fire Truck Debt Payoff/Truck Purchase

■ Sheriff

- Vehicles (12)

SPLOST VI PROJECTS COMPLETED

■ Roads:

- Lumpkin Campground @ SR 53
- Road Rehabilitation Package (Kelly Bridge Road-6 Miles, Tanner Road-2 miles, Steve Tate Hwy-4.7 miles, Thompson Road-2.49)
 - Total 23.89 Miles
- Equipment- (2 John Deer Tractors, Mini Excavator, 2 foreman trucks, Gravel Spreader body, skid steer, 3 equipment trailers)
- Culvert Rehabilitation projects

■ Parks & Rec

- Pool House Demo and Design
- Soccer Field Lights
- Field Rehabilitation
- Park Improvements

■ Public Safety (Fire/EMS)

- (3) Ambulance Purchase
- Fire Truck Debt Payoff
- Fire Station 9 Property research, environmental, and appraisal, Land purchase

■ Sheriff

- Vehicles (42)

TOTAL EXPENDITURES YTD

SPLOST VI

Actual Expenditures YTD

Department	Allocation %	Total Collections YTD	Actual Exp.	% of total County Collections
Sheriff	11	\$2,582,184.92	-\$1,643,284.94	7.0%
Fire/EMS	11	\$2,582,184.92	-\$2,156,616.54	9.2%
Park and Rec	10	\$2,347,440.84	-\$890,186.65	3.8%
Public Works	67	\$15,727,853.59	-\$11,436,233.02	48.7%
IT	1	\$234,744.08	\$147,399.80	-62.8%
Misc. Expenses			-\$2,132.00	0.9%
		\$23,474,408.35	-\$15,981,053.35	



PHASE 4 SPLOST VI PROJECTS

- **\$7,500,000 Budgeted for FY 19**
- **Parks**
 - \$800,000 Veterans Park Rehabilitation (multiuse field, pavilion)
- **Sheriff**
 - \$700,000 Vehicles and equipment
- **Fire/EMS**
 - \$1,315,000 Sweetwater Fire Station Project
 - \$72,000 Fire Truck Payment
 - \$186,881 Partial Fire Truck payment
- **Public Works**
 - \$2,500,000 Public Works Complex Construction (supplemented with Solid Waste total \$3,200,000)
 - \$700,000 Culvert pipe replacement program
- **IT**
 - \$145,000 computer replacement

SPLOST VI FUTURE PROJECTS

- **Sheriff**
 - 12 Vehicles and Equipment per year
- **Parks**
 - Turf Fields at Rock Creek Park (3)
 - Rock Creek Rec Center Flooring
 - Dugout Covers
- **Public Works**
 - **Public Works Equipment**
 - Side arm mower, Motor grader, dump truck, skid steer, storm truck
 - **Road Improvement Program**
 - Shoal Creek Road and Bridge
 - Bailey Waters Road Rehab
 - Sweetwater Juno Road Rehab

Item Attachment Documents:

8. Presentation of Request for Creation of General Fund Contingency in 2019 Budget- Chief Financial Officer Vickie Neikirk



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Finance

Work Session: 3/28/19

Prepared By: Vickie Neikirk

Voting Session: 4/4/19

Presenter: Vickie Neikirk

Public Hearing: Yes _____ No _____

Agenda Item Title: Request for Contingency in 2019 Budget

Background Information:

In previous years, a Contingency was approved in each annual budget for unexpected emergencies and occurrences. In FY 2019, a contingency for those purposes was not established.

Already in 2019, the BOC has had to approve budget increases from Fund Balance in order to carry on the business of the County. If a contingency was approved for the Budget, the efficiency of other departments and Finance would be improved. I am requesting to move \$100,000 from Fund Balance to the General Fund Contingency and to allow the County Manager to have the authority to expend those funds. If approved, he must present to the BOC those uses of the Contingency in his County Manager Report. This will allow departments to operate more efficiently.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
100	1500	399999				

Recommendation/Motion: To approve the creation of a 2019 Contingency(from GF Fund Balance) account in the amount of \$100,000 to be managed by the County Manager and reported to the BOC each month.

Department Head Authorization: Vickie Neikirk

Date: 3/14/19

Finance Dept. Authorization: Vickie Neikirk

Date: 3/14/19

County Manager Authorization: DH

Date: 3/19/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

75

Item Attachment Documents:

9. Presentation of a Three-Party Agreement (Dawson County, Dawsonville, Dawson County Humane Society) for Animal Control Enforcement- Interim County Attorney



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Legal

Work Session: 03.28.19

Prepared By: Sam VanVolkenburgh (Jarrard & Davis)

Voting Session: 04.04.19

Presenter: Interim County Attorney

Public Hearing: Yes No

Agenda Item Title: Presentation of a Three-Party Agreement (Dawson County, Dawsonville, Dawson County Humane Society) for Animal Control Enforcement

Background Information:

For several years, the Dawson County Humane Society has been caring for dogs and cats picked up by the County Animal Control Department, and in exchange for this service the Humane Society is partially funded by the County. Dawsonville provides Animal Control services within its boundaries, but is not well-equipped to provide long-term care to impounded animals.

Current Information:

This agreement memorializes the County's and City's respective roles in providing animal control services and establishes a process whereby the City will temporarily hold dogs and cats impounded within the City, but after two days will call the County to transport the animal to the Humane Society. Injured or malnourished animals may be transferred sooner. Care for the City-provided animals is not anticipated to cost the County additional money, since the County is not close to filling its 450 animal/quarter quota that it receives from the Humane Society.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Approve the attached contract.

Department Head Authorization: _____

Date:

Finance Dept. Authorization: Vickie Neikirk

Date: 3/19/18

County Manager Authorization: DH

Date: 3/19/19

County Attorney Authorization: Angela Davis/Sam VanVolkenburgh

Date: 3/13/2019

Comments/Attachments:

Contract is being finalized and will be provided in advance of the meeting.

AGREEMENT FOR ANIMAL CONTROL ENFORCEMENT

STATE OF GEORGIA COUNTY OF DAWSON

This Agreement is hereby made and entered into effective the ____ day of _____, 2019 between the CITY OF DAWSONVILLE, GEORGIA (hereinafter referred to as "CITY"), DAWSON COUNTY, GEORGIA (hereinafter referred to as "COUNTY"), and the DAWSON COUNTY HUMANE SOCIETY, INC. (hereinafter referred to as "HUMANE SOCIETY") for the purpose of providing and maintaining Animal Control code enforcement and related services within the CITY and COUNTY. The parties hereto hereby agree as follows:

WHEREAS, the Constitution of the State of Georgia provides, in Article IX, Section III, Paragraph I, subparagraph (a), that any county or municipality of the State of Georgia may contract for any period not exceeding 50 years, with each other or with any other public agency, public corporation, or public authority for the provision of services, or for the joint or separate use of facilities or equipment when such contracts deal with activities, services, or facilities which the contracting parties are authorized by law to undertake or provide; and

WHEREAS, the CITY provides Animal Control Services within the CITY and the COUNTY provides Animal Control Services in the COUNTY outside of the CITY limits and inside the City limits consistent with this Agreement; and

WHEREAS, animal control services provided by the COUNTY are paid for, in full or in part, by ad valorem taxes paid to the COUNTY by land owners in the CITY and in the COUNTY; and

WHEREAS, the HUMANE SOCIETY is a non-profit entity that operates an animal shelter in the COUNTY that is funded in part by the COUNTY for the provision

of animal control services; and

WHEREAS, the HUMANE SOCIETY animal shelter is the only receiving facility in Dawson County to receive homeless and misplaced animals from Dawson County Animal Control; and

WHEREAS, the HUMANE SOCIETY is a “no kill” shelter established on the principle that there is no reason for a healthy animal to be euthanized in Dawson County;

WHEREAS, the COUNTY and the CITY both acknowledge receiving substantial benefits under this Agreement; and

WHEREAS, the parties hereto have determined that this Agreement serves the best interest of all parties and best serves the health, welfare, and safety of the residents and businesses located within the geographical confines of the CITY and COUNTY.

NOW, THEREFORE, in consideration of the promises set forth and the mutual promises hereby made, the covenants and conditions set forth herein, and in consideration of the terms of this Agreement as a whole, the parties hereby agree as follows:

1.

REVOCATION OF PRIOR AGREEMENT(S): The parties hereby revoke any prior intergovernmental agreements related to the provision of animal control services within CITY and COUNTY.

2.

TERM OF CONTRACT: This contract shall become effective on execution by the parties and shall continue in full force and effect until its expiration or termination in accord with the terms herein below.

3.

ANIMAL CONTROL SERVICES TO BE PERFORMED BY THE CITY: Subject to its obligations as specifically set forth in this Agreement, the CITY shall perform the following services for the benefit of the residents and businesses of the CITY:

- a) Provide Animal Control services within the corporate limits of the CITY, as set forth in the CITY animal control ordinance.
- b) Provide services for the care of injured animals located in the CITY as set forth in the CITY animal control ordinance.
- c) Enforce throughout the corporate limits of the CITY the provisions of the CITY animal control ordinance, as amended from time to time.
- d) Make reasonable efforts to identify the owner of any animal it impounds and return the animal to its owner in accordance with state law and/or the CITY animal control ordinance.
- e) All tickets issued for violations of CITY ordinances related to Animal Control shall be returned to the City Court. All fines received by the City Court for Animal Control violations shall go to the CITY.

4.

ANIMAL CONTROL SERVICES TO BE PERFORMED BY THE COUNTY: The COUNTY shall perform the following services for the benefit of the residents and businesses of the COUNTY outside of the CITY limits:

- a) Provide Animal Control services in the COUNTY outside of the corporate limits of the CITY, as set forth in the COUNTY animal control ordinance.
- b) Provide services for the care of injured animals through the HUMANE SOCIETY or other third party provider(s) (who shall be a licensed and

practicing veterinarian in Dawson County) chosen by the COUNTY.

- c) Enforce throughout the COUNTY excluding the corporate limits of the CITY the provisions of the COUNTY animal control ordinance, as amended from time to time.
- d) Make reasonable efforts to identify the owner of any animal it impounds and return the animal to its owner in accordance with state law and/or the COUNTY animal control ordinance.
- e) All tickets issued for violations of COUNTY ordinances related to Animal Control shall be returned to the Magistrate Court. All fines received by the Magistrate Court for Animal Control violations shall go to the COUNTY.

5.

TRANSFER OF CITY-IMPOUNDED ANIMALS TO DAWSON COUNTY

HUMANE SOCIETY: The CITY and COUNTY shall care for CITY-impounded animals as follows:

- a) The CITY shall temporarily maintain each CITY-impounded animal at the CITY's own facility while an attempt is made to contact the animal's owner and make arrangements for owner pick-up. If it is not possible to immediately identify and contact the animal's owner or if the animal's owner fails or refuses to pick-up the animal within 48 hours, the CITY shall then notify both the Dawson County Marshal's Office and the HUMANE SOCIETY to arrange for COUNTY pickup of the animal. The CITY shall allow two business days for COUNTY pick-up following notification (not counting the day of notification). If the COUNTY does

not pick up the animal by 5pm on the second business day after initial notice, the CITY may dispose of the animal in accordance with its animal control ordinance and state law.

- b) After picking up any animal from the CITY pursuant to paragraph (a) above, the COUNTY shall deliver the animal to the HUMANE SOCIETY for care and treatment, under the conditions outlined in a separate agreement between the COUNTY and HUMANE SOCIETY. The COUNTY shall, for the benefit of all residents and businesses in the COUNTY (including those in the CITY limits), be responsible for all of its own costs in picking up animals from the CITY, and the COUNTY shall be responsible for paying all costs or fees charged by the HUMANE SOCIETY for animal shelter services provided to animals transported from the CITY to the HUMANE SOCIETY.
- c) The foregoing paragraphs (a) and (b) will not apply to dogs confiscated by the CITY under its dangerous and vicious dog ordinance.
- d) If, due to conditions such as extreme temperatures, lack of space at CITY facilities, or animal sickness or injury, the well-being of an animal would be substantially impacted by delay, the CITY shall request immediate or same-day transportation of the animal to the HUMANE SOCIETY. The COUNTY shall exercise good-faith efforts to comply with such a request.
- e) The CITY shall not “rehome” (adopt out) any impounded animals instead of arranging for transportation to the HUMANE SOCIETY.
- f) The HUMANE SOCIETY shall be authorized to charge its standard fees as a condition of redemption of any animal transferred from the CITY.

The HUMANE SOCIETY shall impose a schedule of progressively increasing fees for redemption of animals brought repeatedly to the shelter.

- g) To the extent the COUNTY's care for CITY-impounded animals may be deemed the provision of animal control services within the boundaries of the CITY, the CITY hereby consents to the provision of these limited services for purposes of Article IX, Section II, Paragraph III(b) of the Georgia Constitution.

6.

COMPENSATION: The COUNTY and the CITY both acknowledge receiving substantial benefits under this Agreement for animal control enforcement as set forth herein.

7.

SEPARATE AGREEMENT: The COUNTY and the HUMANE SOCIETY may enter into such separate agreement, if any, as they deem necessary apart from this Agreement so long as any such separate agreement does not conflict with any of the terms or conditions of this Agreement.

8.

OBLIGATIONS OF THE CITY: The CITY shall devote sufficient time and effort to perform the services described in this Agreement and shall supply all tools, equipment, manpower, instruments, and other equipment required to perform the services set forth herein within the corporate limits of the CITY.

9.

OBLIGATIONS OF THE COUNTY: The COUNTY shall devote sufficient time and

effort to perform the services described in this Agreement and shall supply all tools, equipment, manpower, instruments, and other equipment required to perform the services set forth herein outside of the corporate limits of the CITY. The COUNTY agrees to pay such costs or fees as may be negotiated between it and the HUMANE SOCIETY from time to time for Animal Shelter services provided on animals impounded and transferred to the HUMANE SOCIETY from the CITY and the COUNTY.

10.

OBLIGATIONS OF HUMANE SOCIETY: The HUMANE SOCIETY shall immediately accept any and all cats and dogs impounded by the CITY and the COUNTY that they transfer to the HUMANE SOCIETY for further housing and or placement. The HUMANE SOCIETY shall not charge the CITY for the transfer, acceptance, and/or further housing of any animal transferred under this Agreement. The HUMANE SOCIETY may charge the COUNTY for the animal shelter services provided to animals transferred from the CITY and the COUNTY in such amounts as may be negotiated from time to time between the COUNTY and the HUMANE SOCIETY.

11.

TERMINATION OF AGREEMENT: Any party may terminate this Agreement at the end of each calendar year by providing written notice to the other party no later than October 1 of each calendar year. If one party terminates, the Agreement shall terminate as to all three parties. If this Agreement is not terminated in accord with the terms hereof, then the parties hereto hereby consent and agree that the Agreement shall be renewed annually beginning January 1, 2020 and for a period of five (5) years thereafter.

12.

ENTIRE AGREEMENT: This Agreement supersedes any and all Agreements, both oral and written, between the parties hereto regarding the rendering of animal control and related services, and is the entire agreement between the parties. Each party acknowledges that no representation, inducement, promise, or agreement (written or oral) has been made by any party or by anyone acting on behalf of a party that is not embodied in this Agreement. Any modification of this Agreement shall be effective only if any such modification is in writing and properly executed by the parties hereto.

13.

ADDITIONAL INSTRUMENTS: The parties hereby agree to properly and promptly endorse, execute, and deliver any instrument or document necessary from time to time to effectuate the provisions of this Agreement.

14.

AUTHORITY: The undersigned parties agree that each party has the authority and permission to execute this Agreement and that this Agreement has been approved by the CITY Council, the COUNTY Commission and the HUMANE SOCIETY Board of Directors. Further, the parties hereto hereby agree and acknowledge that each respective entity shall be responsible for its obligations as set forth herein.

15.

DISCLOSURE AND VOLUNTARY EXECUTION: Each party hereby declares that the foregoing Agreement has been read and each party declares a full understanding of the meaning and implication of each term, condition, promise, covenant, and representation. The parties hereto acknowledge that this Agreement is not the result of any fraud, duress, or undue influence, and each party acknowledges that the execution

of this Agreement is a voluntary act that is free of any coercion or duress.

IN WITNESS WHEREOF, the parties hereto have executed this instrument on the date(s) set forth below with an effective date of the last to sign.

[SIGNATURES PROVIDED ON THE FOLLOWING PAGE]

DAWSON COUNTY, GEORGIA

ATTEST:

**Billy Thurmond, Chairman
County Board of Commissioners**

Kristen Cloud, County Clerk

DATE: _____, **2019.**

[COUNTY SEAL]

CITY OF DAWSONVILLE, GEORGIA

ATTEST:

Mike Eason, Mayor

Beverly Banister, City Clerk

DATE: _____, **2019.**

[CITY SEAL]

**DAWSON COUNTY HUMANE
SOCIETY, INC.**

ATTEST:

President

Corporate Secretary

DATE: _____, **2019.**

[CORPORATE SEAL]

Item Attachment Documents:

10. Presentation of Pay Schedule for Constitutional Officers- County Manager David Headley / Interim County Attorney



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: County Manager / Administration

Work Session: 03.28.19

Prepared By: David Headley

Voting Session: 04.04.19

Presenter: David Headley / Interim County Attorney

Public Hearing: Yes No

Agenda Item Title: Presentation of Pay Schedule for Constitutional Officers

Background Information:

The pay schedule for the county's constitutional officers was changed January 1, 2019. These officers currently are being paid once a month on the second pay period of the month.

Current Information:

Due to some concern, we propose the county's constitutional officers, as well as supplemental employees, be paid the 15th of each month. These are all personnel who are paid once a month. Most months this will require the Finance and Human Resources departments to run an extra payroll. If the 15th falls on a Saturday or Sunday, they will be paid the preceding Friday.

The BOC approves the payroll and holiday schedule each year and, because this proposal will add payroll dates to that which already has been approved, any change needs to be approved by the BOC.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: DH

Date: 3/19/19

Finance Dept. Authorization: Vickie Neikirk

Date: 3/19/18

County Manager Authorization: DH

Date: 3/19/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Item Attachment Documents:

11. Presentation of Board Appointment:

a. Board of Tax Assessors

- i. Tom Camp- *replacing Lisa Carter* (Term: April 2019 through December 2019)

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



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

Board or Authority Applied for Tax Assessor Board

Name Tom Camp

Home Address 146 Riley Circle

City, State, Zip Dawsonville GA 30254

Mailing Address (if different) Same

City, State, Zip _____

Telephone Number _____ Alternate Number _____

Fax Telephone Number _____

E-Mail Address _____

Additional information you would like to provide:

Signature Tom P. Camp Date 2-27-19

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

Return to: Dawson County Board of Commissioners
Attn: County Clerk
25 Justice Way, Suite 2235
Dawsonville, GA 30534
(706) 344-3501 FAX: (706) 344-3504

Thomas Patrick Camp
146 Riley Circle
Dawsonville, Georgia 30534

Personal:

Born _____, 1941 in Anderson, AL
Married to Patricia Elliott Camp, two children and six
grandchildren

Education:

Samford University (BA), 1964, Birmingham, AL
Southern Baptist Theological Seminary, (M. Div), 1968,
Louisville, KY

Work Experience:

Served churches in Kentucky, Tennessee, Alabama, and
Georgia in a variety of roles, some of which includes
Pastor, Church Administrator, Assistant Pastor, Minister of
Education and Minister of Youth.

Summary of some experiences includes:

Initiated Senior Adult Ministry, Conducted Sunday School
classes for Nursing Home and people who were Homebound,
Created Go-See-Do Club

Supervised Daily Kindergarten and Day Care and Created a
Children's Sermon Time in Sunday Morning worship

Guided work of the Mission Church
Gave guidance to the Korean and Chinese Churches which
met in our Church building each week.

Worked with Trustees in managing large amounts of money which had been given to the church. The earnings from these funds enabled us to remain in the downtown area and to continue ministering to needy families.

Gave guidance and support to the food bank, clothes ministry, and other ministry needs in our area.

Supervised the use of our Church building with Southside Ministries INC, a ministry supported by 23 other churches of all denominations, which partnered with our church to meet the more serious needs in our area.

Worked with and led three churches in Building Renovations, purchasing property, and selling of property which had been given to the church and was more useful for funds for the ministry needs.

Other Experiences:

Organized youth sports leagues in the county, as well as coached baseball, basketball and track.

Worked with Special Olympics through the Lions Club.

Served on the HOA Board at Riley Place Town Homes and also served as President of the Board.

RESOLUTION FOR THE APPOINTMENT TO THE
_____ COUNTY BOARD OF TAX ASSESSORS

WHEREAS, there is a vacancy on the Board of Assessors; and

WHEREAS, the law requires the County Commission must appoint a successor when a vacancy occurs; and

WHEREAS, the person appointed will serve a term of _____ years;

NOW THEREFORE BE IT RESOLVED, the _____ County Board of Commissioners appoints _____ to the _____ County Board of Tax Assessors with this term of office to begin on _____ and expire on _____.

ADOPTED this _____ day of _____.

_____ COUNTY BOARD OF COMMISSIONERS

Chairman

ATTEST:

County Clerk

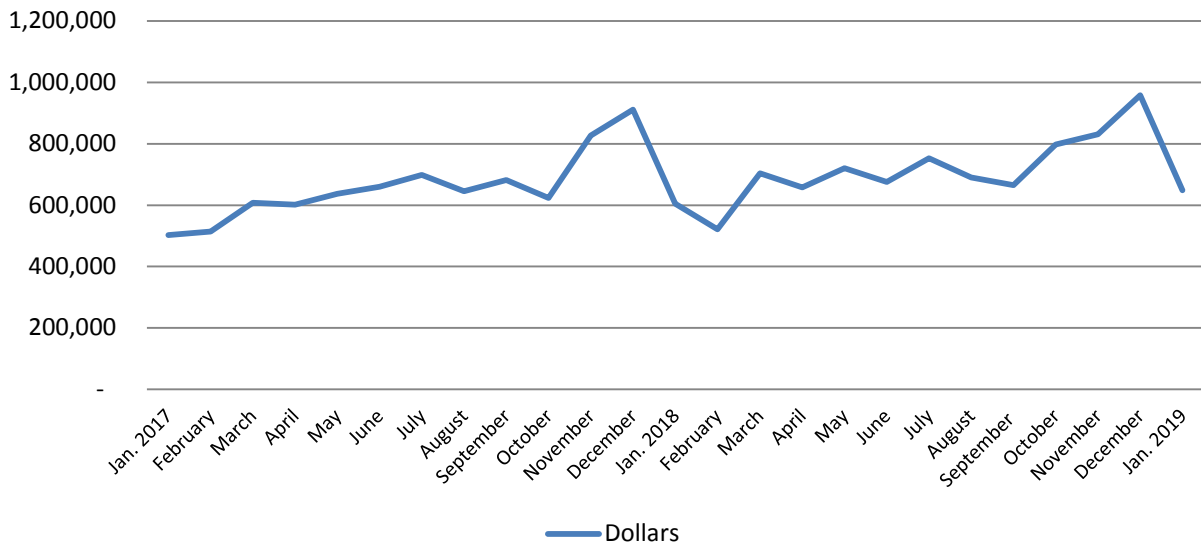
Item Attachment Documents:

13. County Manager Report

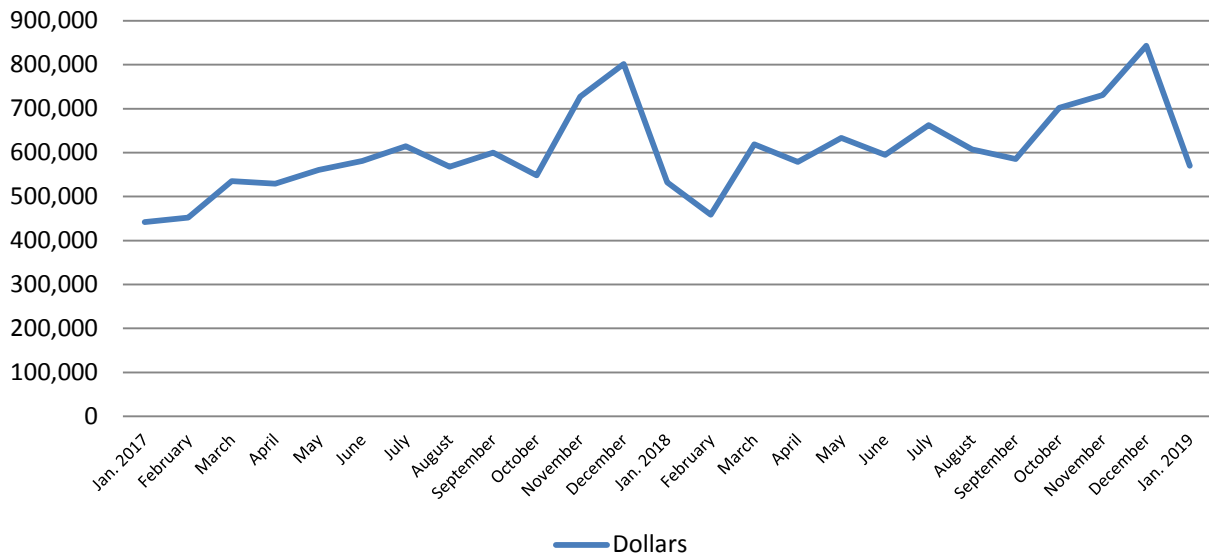


Key Indicator Report
February 2019

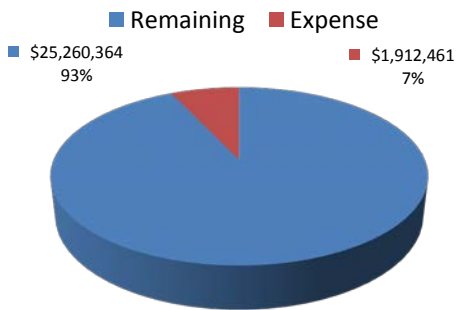
SPLOST VI COLLECTION CHART



LOST COLLECTION CHART

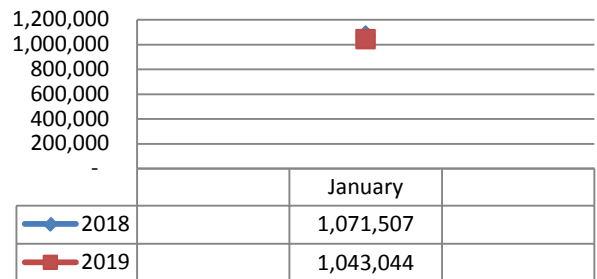


Budget

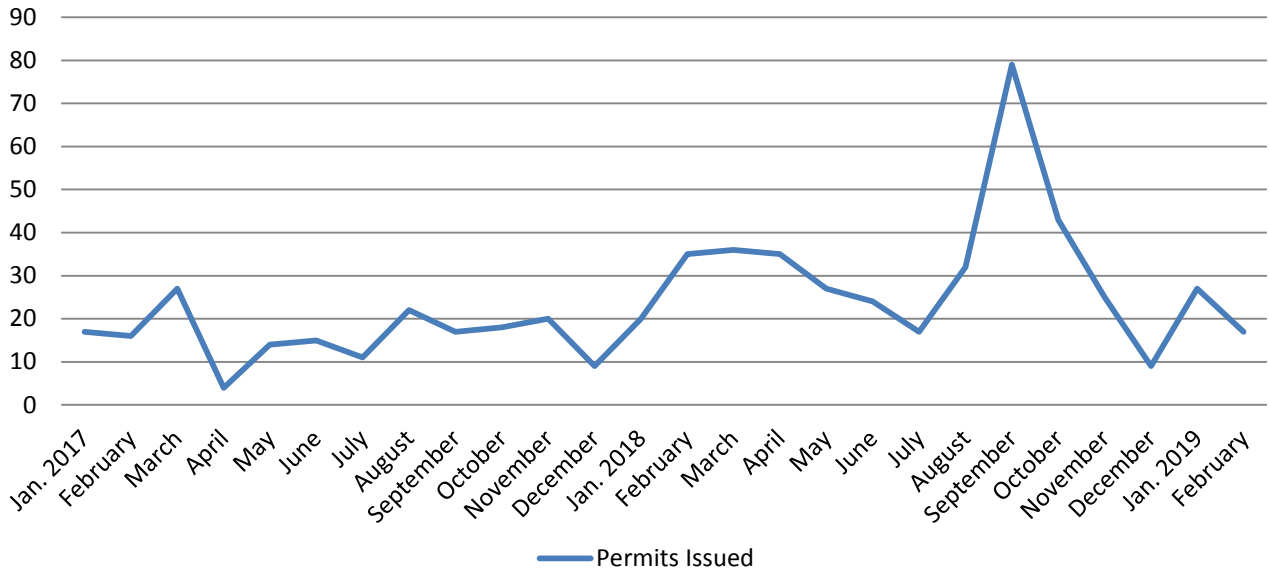


Through 01/31/19

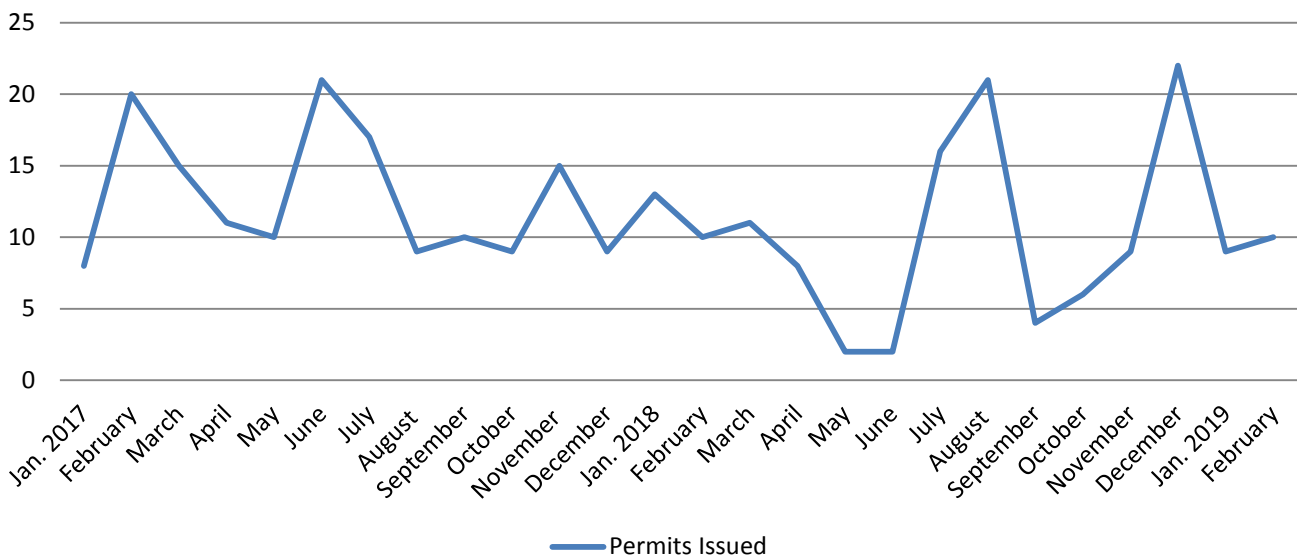
All Revenue Per Month



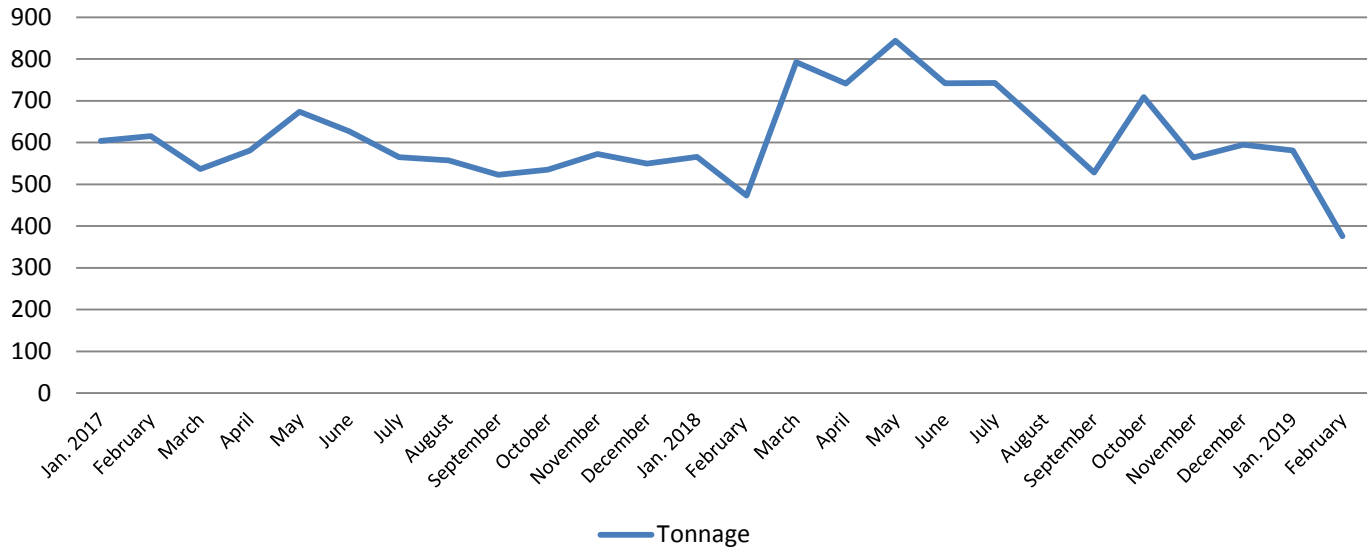
SINGLE FAMILY HOME BUILDING PERMITS ISSUED



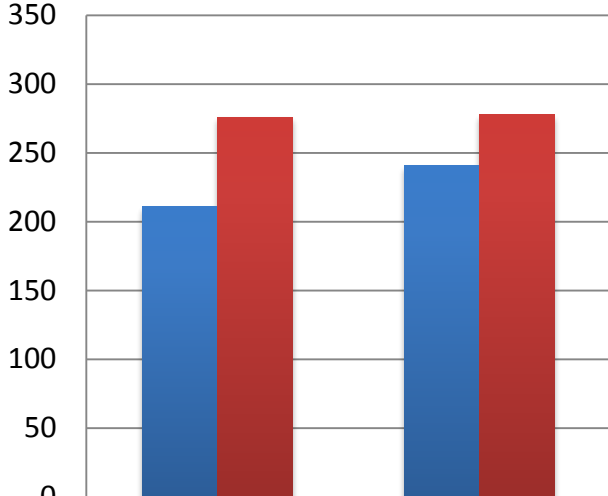
COMMERCIAL BUILDING PERMITS ISSUED



TRANSFER STATION TONNAGE COLLECTION

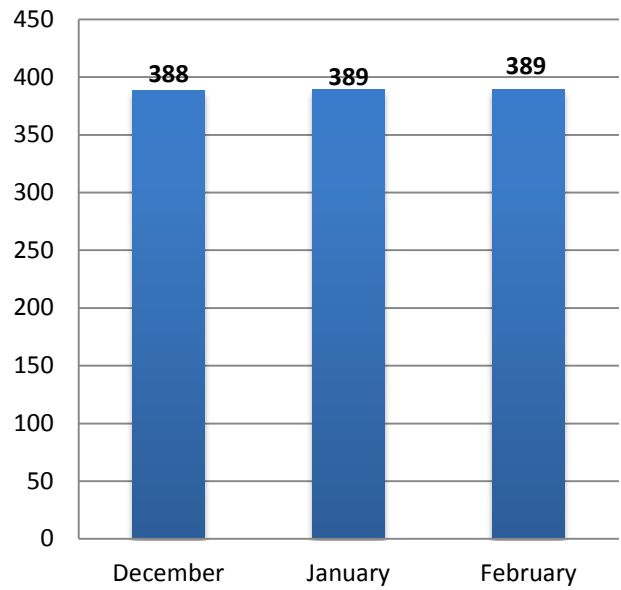


EMS/Fire Calls for Service

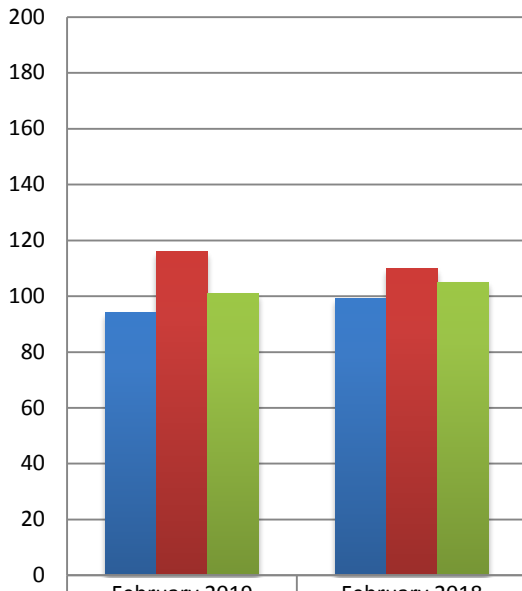


	February 2019	February 2018
EMS	211	241
Fire	276	278

Number of County Employees



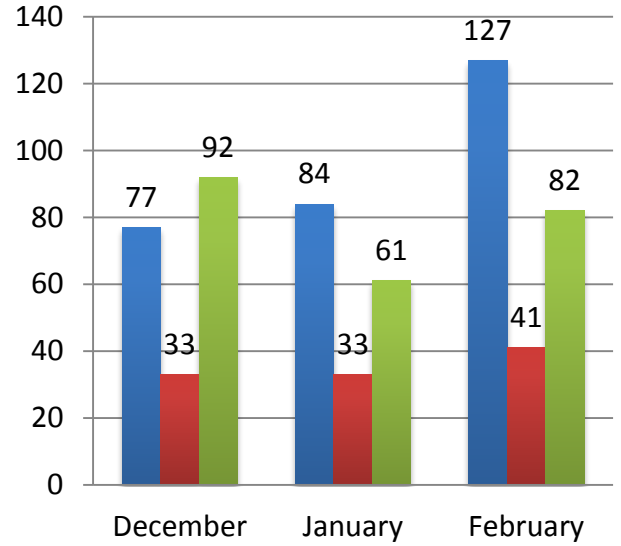
Inmate Population



Lowest Daily Count	94	99
Highest Daily Count	116	110
Daily Average	101	105

Repair Requests

■ Roads ■ Facilities ■ Fleet





Dawson County Board of Commissioners

Elections/Registrar Monthly Report – February 2019

- **New Applications/Transfers In: 270**
- **Changes/Duplicates: 371**
- **Cancelled/Transferred Out: 149**
- **Total Processed: 790**

HIGHLIGHTS

Voter Registration Projects:

- Process daily applications and new street information into the voter registration system.
- Volunteered to participate in a testing program, with the Secretary of States voter registration system (eNet), of streamlining the “duplicate” voter registration application process. This pilot is to potentially help alleviate the workload on all counties across the state from increased volume of duplicate applications received through the Department of Driver Service renewals from the automatic “opt in” of voter registrations.
- Continue updating city annexations & maps. Update internal list of city streets with the newly divided posts for city council seats.

Elections Projects:

- Municipal General/Special Election – November 5, 2019
 - Municipal Qualifying: August 19-22, 2019 (Mayor & 2 city council seats)
 - Voter Registration Cutoff: October 7, 2019
 - Advance Voting: October 14-November 1, 2019
- Easy Campaign Finance, installed & training in progress.
- Hosted GEOA Regional Meeting on Wednesday, February 6, 2019. Discussion centered around 2018 election challenges and preparation of 2020 elections.
- Study and focus of HB316 (new voting system and revised election code/rules).

Highlights of plans for upcoming month:

- GEOA/VRAG (Elections & Voter Registrars) combined conference March 24-27, 2019 in Jekyll Island.
- Schedule a training session with public officials on the Easy Campaign Finance reporting system.



Dawson County Board of Commissioners

Dawson County Emergency Services Monthly Report – February 2019

Fire Responses	DEC	JAN	FEB		EMS Responses	DEC	JAN	FEB		EMS Revenue		
2017	344	271	252		2017	284	213	209		2018	Feb	\$64,791.89
2018	289	306	278		2018	223	238	241		2019	Feb	\$57,772.16
2019	-	278	276		2019	-	217	211		10.8 % decrease		

Plan Review and Inspection Revenue Total		Business Inspections Total	
		Final Inspections	Annual & Follow Up Inspections
County	\$2,931.00	10	16
City	\$ 0.00	1	5

HIGHLIGHTS: Dawson County Emergency Services Projects			
Training Hours Completed by Staff	630.47 hours	Fire Investigations	2
PR Detail	1 event/20 children	CPR Training per Individual	50
Smoke Detector Installations	163	Stop the Bleed Training per Individual	0
Search & Rescue	3	Child Safety Seat Installations	4
Swift Water Rescue	0	Plan Reviews	7

Types of Fires Total – 9			
Building	0	Chimney/flue fire	1
Structures other than Bldg.: Outside Storage	0	Cooking Fire	0
Mobile Home Fire	1	Vehicle/Road Freight/Transport Vehicle	1
Construction/Demolition Landfill Fire	0	Outside Rubbish / Trash /Waste/Dumpster	2
Brush/Grass Fire	4	Off-Road Vehicle/Heavy Equipment	0

Total Water Usage – 4,850 gallons			
Etowah Water	4,550 gallons	Pickens	0 gallons
City of Dawsonville	0 gallons	Big Canoe	300 gallons



Dawson County Board of Commissioners

Facilities Monthly Report – February 2019

- **Total Work Orders: 41**
- **Community Service Workers: 3**

HIGHLIGHTS:

- * Had Government Center cameras moved to top of building
- * Replaced 18 copiers in the county
- * Built and installed two decks at Transfer Station for trailer
- * Repaired fence at Historic Courthouse
- * Completed repairs to county building found during annual inspection



MONTHLY REPORT

For Period Covering the Month of February 2019

SN	TASKS/ WORK DONE	LOCATION/S of Service
1	Washed all facilities/IT vehicles	Facilities/IT
2	Removed and replaced fiber - transfer station	Transfer Station
3	Installed Democratic plaques 1st floor Gov Center	Gov Center
4	Replaced air tank hot water heater	Fire Station #1
5	Had Gov Center cameras moved to top of building	Gov Center
6	Had 18 copiers replaced around county	County
7	Built and installed two decks at transfer station, checked on plumbing/electric	Transfer Station
8	Repaired broken pavers	Gov Center
9	Repaired fence	Historic Courthouse
10	Had fuel cleaned, generator repaired	Gov Center
11	Painted office and three bathrooms	Gov Center
12	Worked with fire dept on updating lock boxes	County wide
13	Completed repairs to building found during annual inspections	County buildings
14	Had 12 cameras installed - Tax Commissioner office	Tax Comm
15	Replaced motor on Fire Engine garage door	Fire Station #5
16	Replaced parts on dish washer	Senior Center
17		
18		
19		
20		
21		
22		
23		
24		
25		
26	Total Work Orders for the month = 41	Facilities
27	Total Community Service for the month = 3	Facilities

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

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

Noted By: _____
JAMES TOLBERT, Facilities Director

Prepared By: MVBosten, 02/01/17



Dawson County Board of Commissioners

Finance Monthly Report – February 2019

FINANCE HIGHLIGHTS

- **LOST Collections:** \$570,415 – up 7.19% compared to 2018
- **SPLOST Collections:** \$648,202 – up 7.19% compared to 2018; 15.36% over projections for January 2019; Total SPLOST VI collections: \$27,879,056
 - \$550,972– County Portion (85%)
 - \$97,230 – City Portion (15%)
- **TAVT:** \$120,669 – up 2.61% compared to 2018
- **See attached Revenue and Expenditure Comparison for 2019**
- **Total County Debt:** \$4,373,216 (See attached Debt Summary)
- **Audit Status:** Auditors were on-site in February for fieldwork with elected officials.
- **EMS Billing Collections:** \$59,235 for February 2019; \$123,081 YTD
- **Budget Status:** The 2019 Budget was approved on November 1, 2018.
- **Monthly Donations/Budget Increases:** \$2,590
 - Passport Fees - \$2,590

PURCHASING HIGHLIGHTS

Formal Solicitations

- 2019 Sheriff's Office Vehicle Upfitting
- Design Build for Fire Station 9
- Various Vehicles for Dawson County

Informal Solicitations

- Lumpkin Campground Corridor Study
- Natural Gas
- Sump Leak Detector Sensors

Quotes for less than \$25,000 this month

- Gasoline – Fuel Center
- Diesel – Fuel Center
- Landscaping for Government Center – Facilities
- Nozzles & Fire Hoses – Fire
- Closed Loop Security Cameras – Tax Commissioner

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

- Repair Gas Package Units at Law Enforcement Center – Sheriff's Office

Pending Projects

- Sheriff's Office Vehicle Upfitting
- Sump Leak Detector Sensors

Work in Progress

- Public Works/Fleet Complex
- Gym Exterior Renovations
- Gateway Landscape Project
- Copier Replacement

Future Bids

- Senior Services Center Expansion Construction
- Fire Station 9 Construction
- Other 2019 Bids

Future Bids – SPLOST VI

- Pothole Patching Machine – Roads
- Water Filtration System for DCGC & DCSO – Facilities
- 2019 Capital & SPLOST Projects

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

- None

Budget to Actual

	Actual at 1/31/2019	Percent of Budget Actually Collected/ Expended	2019 BOC (2) Approved Budget	Over(Under) Approved Budget	Percentage Over(Under) Approved Budget
Revenue	\$ 1,043,044	3.84%	\$ 27,172,825	\$ (26,129,781)	-96.16%
Expenditures	1,912,461	7.04%	27,172,825	(25,260,364)	-92.96%
	<u>\$ (869,417)</u>	<u>-3.20%</u>	<u>\$ -</u>	<u>\$ (869,417)</u>	<u>-3.20%</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 1/31/2019 because revenue collections are 30 days behind. The LOST revenues for the month of January were received in February.

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

\$ 27,170,235	Original Budget
	Donation Carryover Balances
\$ 2,590	January
	February
	March
	April
	May
	June
	July
	August
	September
	October
	November
	December
<u>\$ 27,172,825</u>	Revised Budget



Dawson County Board of Commissioners

Fleet Maintenance and Fuel Center Monthly Report – Feb 2019

FLEET

- **Preventative Maintenance Performed: 34**
- **Tires Mounted: 20**
- **Repair Orders Completed: 82**
- **Labor Hours: 190.65**
- **Labor Cost Savings: \$8,201.76**
(Comparison of the Fleet Maintenance rate of \$43.02 per labor hour to outsourced vendors rate of \$80.00 per labor hour)
- **Parts Cost Savings: \$ 1,879.28**
(Comparison of Dawson County's parts discounts to outsourced markup; average 20%)
- **Total Cost Savings for Feb: \$ 10,081.04**

FUEL CENTER

- **Average fuel center price per gallon:**
Gasoline: \$1.82
Diesel: \$2.24
- **Fuel Center Usage - Dawson County and Board of Education**
Gasoline: 8,017.1 gallons; 616 transactions
Diesel: 7,624 gallons; 176 transactions
- **Fuel Center Usage - Etowah Water and City of Dawsonville**
Gasoline: 1,147.8 gallons; 61 transactions
Diesel: 495.2 gallons; 18 transactions
- **Revenue from Etowah Water and City of Dawsonville: \$82.15**

HIGHLIGHTS

- We are waiting on board approval to be able to install additional required lead detector.
- We received quotes for new vehicles for purchase on March 6, and are currently reviewing that bid.



Dawson County Board of Commissioners

Human Resources Department Monthly Report – February 2019

POSITION CONTROL

- Positions approved by BOC: 478
- # of filled F/R Positions: 273
- # of filled F/T Positions: 0
- # of filled Grant Funded Positions: 15
- # of filled P/R Positions: 36
- # of filled P/T Seasonal Positions: 11
- # of Supplemental Positions: 54
- # of Vacant Positions: 62
- #of Frozen Positions: 27
- % of Budgeted/Actual Positions: 81% 1540

ADDITIONAL INFORMATION

- FMLA/LOA tracking: 5
- WC and/or P & L Claims filed: 4
- Unemployment Claims received: 0
- Performance Evaluations received: 11

HIGHLIGHTS

Positions Advertised/ Posted: 12

- Clerk of Court – Deputy Clerk – Criminal Records
- Emergency Services – Battalion Chief
- Emergency Services – Firefighter /Paramedic FT/PT
- Emergency Services- Firefighter/EMT FT
- Family Connection – Alcohol Initiative Project Coordinator
- Human Resources - Director
- Public Works – Operator I
- Public Works – Operator II
- Public Works – Transfer Station Attendant PT
- Sheriff's Office – Detention Officer
- Treatment Court – Treatment Court Counselor
- Tax Commissioner – Tax & Tag Specialist PT

Applications Received: 112

New Hires added into system: 21

- Jeffrey Bowman – Parks & Rec.
- Beau Cooper – Parks & Rec.
- A. Levi Darby – Public Works
- D. Charles DeLong – Public Works
- Brian Fraser – Emergency Services
- Michael Maciolek – Emergency Services
- Jody Martin – Public Works
- Amanda McCall – Emergency Services
- Dwayne Messerschmidt – Emergency Services
- Lydia Messerschmidt – Emergency Services
- James Mincey – Emergency Services
- Linda Mincey – Emergency Services
- B. William Otero – Sheriff's Office
- Keleigh Paige – Sheriff's Office

- Emily Poss – Probate Office
- Barbara Roberts – Emergency Services
- Matthew T. Satterfield – Sheriff’s Office
- Lisa Sexton – Treatment Court
- H. Herman Thompson – IT
- Amanda Yenerall – Magistrate Court
- Corina Zaverukha – Emergency Services

Terminations/Resignations Processed: 2

- Danielle Yarbrough – Human Resources
- Amy French – Tax Commissioner

Additional Highlights for February

- HR Specialist Erica D’Amico “HR for Anyone with Newly Assigned HR Responsibilities” Seminar in Gainesville



Dawson County Board of Commissioners

Information Technology – February 2019

- **Calls for Service: 134**
- **Service Calls Completed: 134**

Highlights

- Installed 18 copiers
- Moved cameras located on the courthouse
- Extensive open record requests
- Tax commissioner departmental cameras installed



DAWSON COUNTY

Planning and Development Marshal's Office

Code Compliance/Animal Control Monthly Report

February, 2019

Alcohol License Establishment Inspections: 7

Alcohol Pouring Permits Issued: 56

Animal Control Calls Handled: 54

Animal Bites to Humans Investigated: 5

Animals Quarantined: 4 and one head removed and tested for rabies. Head came back negative.

Animals Taken to DC Humane Society: 21

Dangerous Dog Classifications: 0

Citations Issued: 1

Code Enforcement Complaint Calls/In Field Visits: 36 calls and 36 in field visits

After Hour Calls: 2

Erosion Site Visits: 4

E-911 Addresses Issued: 6

Non-Conforming Signs Removed: 3



Dawson County Board of Commissioners

Planning and Development Monthly Report – February 2019

- **Total Building permits Issued**
 - February 2019: 42
 - YTD 2019: 96
 - Single Family New Homes: 17
 - Commercial Buildings: 10
- **Business Licenses Issued:**
 - February 2019: 202
 - YTD 2019: 465
- **Total Building Inspections Completed:**
 - February 2019: 520
 - YTD 2019: 1070
- **Variances/Zonings Processed:**
 - February 2019: 5
 - YTD 2019: 8
- **Plats Reviewed:**
 - February 2019: 6
 - YTD 2019: 14
- **Total Civil Plan Review Meetings: 1**
 - YTD 2019: 2
- **Total Building Plan Review Meetings: 4**
 - TD 2019: 6
- **Impact Fee Collection**
 - February 2019: \$99,579.95
 - Commercial : \$10,073.72
 - YTD 2019: \$212653.58



Dawson County Board of Commissioners

Parks and Recreation Monthly Report – February 2019

- **Youth Sports Participants**
 - February 2019: 1,800 - up 6.4% compared to same month last year
 - YTD 2019: 2,895 - up 6.3% compared to last year
- **Facility Rentals/Bookings/Scheduled Uses:**
 - February 2019: 780 - down 1.4% compared to same month last year
 - YTD 2019: 1,488 - up 1.3% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
 - February 2019: 1,853 – down 1.9% compared to same month last year
 - YTD 2019: 2,117 - down 2.0% compared to last year
- **Total Customers Served:**
 - February 2019: 4,433 - up 1.4% compared to same month last year
 - YTD 2019: 6,500 - up 2.3% compared to last year

HIGHLIGHTS

Park Projects:

- Phase 2 of documentation still underway for War Hill Park Grant proposal.
- Veterans Memorial Lloyd Crane Rec Center redesign and construction is nearing completion and is looking amazing.
- Part-time Maintenance and full-time Athletic Assistant positions have been filled.
- Removal of existing perimeter fencing at Rock Creek Park and Veterans Memorial Park has begun in preparation for new fencing to be installed.

Athletic and Program Summary:

- Additional specialty programs for the month included dance classes, adult Boot Camp, adult F.I.T. class, adult Tai Chi, and adult Yoga.
- Travel Teams will resume practices/games in the near future.
 - 13 total teams registered (baseball, softball, basketball)
- Battle of the Best Relay for Life Basketball Tournament was held February 8th-10th.
 - 31 teams participated – approximately \$9,000 raised for American Cancer Society
- Spring Sports Registration for baseball, softball, basketball, track, and volleyball ended February 11th.

- Baseball, Softball, Instructional T-Ball, T-Ball, Track, & Volleyball combined: 696 participants; 62 teams
- Our first EPIC Day was February 21st and was a huge success! We had approximately 40 exceptional people show up for this day and they are all excited about the next EPIC Day on March 21st.
- All-star basketball district tournaments ended February 23rd. Our 14U Boys team were district champions and advanced to the state tournament on March 1st & 2nd.
- Spring sports evaluations and drafts were completed February 25th; teams begin practicing March 2nd.

On the Horizon:

- War Hill Park campsites open March 1st.
- We're offering "open play" for Pickleball beginning March 3rd. The basketball courts at Rock Creek will be converted into pickleball courts on Sunday afternoons and Tuesday & Thursday mornings for the public to come in and play at their leisure.
- Spring Sports Opening Day is scheduled for March 23rd at Rock Creek.
- Our annual Miss Relay for Life beauty pageant, originally scheduled for March 3rd, has been postponed to May 5th.



Dawson County Board of Commissioners

Public Works Monthly Report –February 2019

ROADS:

- Work Orders: 127
- Gravel: 370 tons

PROJECT MANAGEMENT:

- Blacks Mill Bridge pre-construction meeting completed and continuing utility coordination
- Lumpkin Campground/HWY 53-construction has commenced
- Veteran's Memorial Park Gym Renovation is 60% complete
- Public Works Complex final construction drawings completed, construction to commence in March

TRANSFER STATION:

- Solid Waste: 375.52 Tons
- Recycling: 7.87 Tons
- Recycling scrap metal: 22.51 Tons



Dawson County Board of Commissioners

Dawson County Senior Services Monthly Report – February 2019

SENIOR CENTER

- **Home Delivered Meals Served**
 - February 2019: 1,731 up 27% compared to same month last year
 - YTD 2019: 3,725 up 34% compared to last year
- **Congregate Meals Served**
 - February 2019: 450 down 5% compared to same month last year
 - YTD 2019: 1,005 up 7% compared to last year
- **Physical Activity Participation** (Tai Chi, Silver Sneakers, Yoga, individual fitness)
 - February 2019: 407 down 22% compared to same month last year
 - YTD 2019: 775 down 28% compared to last year
- **Lifestyle Management Participation** (art, bridge, bingo, awareness, prevention)
 - February 2019: 240 down 25% compared to same month last year
 - YTD 2019: 487 down 10% compared to last year

TRANSIT

- **DOT Trips Provided**
 - February 2019: 297 up 22% compared to same month last year
 - YTD 2019: 599 up 13% compared to last year
- **Senior Trips Provided**
 - February 2019: 540 down 31% compared to same month last year
 - YTD 2019: 1,086 down 18% compared to last year
- **# of Miles**
 - February 2019: 6,432 down 14% compared to same month last year
 - YTD 2019: 12,630 down 7% compared to last year
- **Gallons of Fuel**
 - February 2019: 756 down 13% compared to same month last year
 - YTD 2019: 1,496 down 7% compared to last year

HIGHLIGHTS

February Meetings & Events:

- February 27 – Dawn Pruett and Tammy Loggins attended a Senior Hunger Coalition meeting In Cleveland with Legacy Link.

Special Dates Coming Soon:

- March 5: USDA Home Improvement Presentation
- March 5: Brenau Student's Presentation and Survey
- March 6: Dollar General
- March 12, 13: Hearing Tests
- March 15: St. Patrick's Day Party
- March 6: Nutrition Education with Michelle
- March 13, 27: Walmart
- March 19: Home Well Senior Care Health Talk
- March 20: Dollar Tree and Health Education with Dedri
- March 4 11, 18, 25: Bingo with the Women's Club
- March 12: Today's Seniors with Dawn & Krista
- March 26: NEGA Health Systems Presentation on Advanced Directive
- Bible Study on Thursdays
- Silver Sneakers Classes on Tuesday and Thursdays
- Art Class on Thursday and Friday
- Yoga on Friday
- Special Music on Friday