

**DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA – DECEMBER 19, 2019
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
4:00 PM**

NEW BUSINESS

1. Presentation of RFP #360-19 - Legal Services for Dawson County Constitutional Officers / Elected Officials / County Employees Recommendation- Purchasing Manager Melissa Hawk

2. Presentation of 2020 Election Qualifying Fees for Local Offices- Chief Financial Officer Vickie Neikirk

3. Discussion of Defined Benefit and Defined Contribution Retirement Benefit Upgrades- Chairman Billy Thurmond

4. County Manager Report

5. County Attorney Report

**Executive Session may follow the Work Session meeting.*

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



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: County Manager

Work Session: 12/19/2019

Prepared By: Melissa Hawk

Voting Session: 12/19/2019

Presenter: Melissa Hawk

Public Hearing: Yes No

Agenda Item Title: Legal Services for Dawson County Constitutional Officers/Elected Officials/County Employees

Background Information:

On February 1, 2019, the BOC approved the professional services exemption for Jarrard & Davis, LLP to perform legal services for a period of sixty (60) days per the executed agreement between the two parties. On February 12, 2019, a contract amendment was executed to extend the agreement through December 31, 2019, at the rate of \$200.00 per hour for all attorneys and \$100.00 per hour for paralegal time. An RFP was released for services on November 12, 2019.

Current Information:

RFP #360-19 for Legal Services opened on December 6, 2019, receiving 3 proposals. The technical evaluation has been completed; however, clarification on the pricing offered has been requested from all three submissions.

Following the intent behind O.C.G.A. § 50-18-72(a)(10), proposals are not being discussed today.

Budget Information for 2020: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
100	1500	521201	\$250,000.00	\$250,000.00		\$250,000.00

Recommendation/Motion: Staff recommends the Board to approve extending the current Interim County Attorney agreement with Jarrard & Davis, LLP through January 31, 2020.

Department Head Authorization: David Headley

Date: 11/12/2020

Finance Dept. Authorization: Vickie Neikirk

Date: 12/13/19

County Manager Authorization: DH

Date: 12/13/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Elections

Work Session: 12/19/19

Prepared By: Vickie Neikirk

Voting Session: 1/16/20

Presenter: Vickie Neikirk

Public Hearing: Yes _____ No x

Agenda Item Title: 2020 Qualifying Fees

Background Information:

The County governing authority is required to set and publish the qualifying fees for elected county offices. Those Dawson County offices are Commissioners, Sheriff, Tax Commissioner, Superior Court Clerks, Magistrates, Probate Judges, Coroners, County school board members and surveyors. These fees have to be adopted and published prior to Feb. 1, 2020.

Current Information:

13 local offices will be voted on in 2020. They are County Commissioner, District 2 and 4; Board of Education-Districts 1, 2 and 4; Sheriff; Clerk of Superior Court; Judge of Probate Court; Chief Magistrate Judge; Surveyor; Coroner; Tax Commissioner; and County Commission Chairperson.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Commission approves the qualifying fees for 2020 as presented

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 12/02/19

County Manager Authorization: DH

Date: 12/09/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Fee schedule for 2020 offices up for election is attached.

<u>Office</u>	<u>Fee</u>
Sheriff	1,779.86
Probate	1,491.65
Tax Commissioner	1,491.65
Magistrate	1,491.65
County Commissioner	288.00
Chairman	360.00
County Surveyor	10.00
Coroner	108.00
B of Education Dist 1	99.00
B of Education Dist 2	99.00
B of Education Dist 4	99.00
Clerk of Court	1,491.65

Dawson County Proposed Benefit Plan

Summary of Estimated Plan Costs

		UER Rule of 80 min age of 55 (Actives, Vested Terms and Retirees)
1 Estimated increase in Actuarial Accrued Liability as of 1/1/2019	\$	1,208,900
2 Estimated Amortization of Net Plan Changes as a Level Percentage of Future Compensation		80,200
3 Estimated increase in Normal Cost Due to Plan Change for 2019		14,100
4 Estimated increase in Term Cost for 2019		-
5 Covered Payroll for 2018	\$	2,909,037

Required Contributions Based on 2018 Changes to the Valuation Report

6 Required Employer Contribution Prior to Proposed Plan Change	\$	125,000
Estimated Employee Contribution Prior to Proposed Plan Change		-
Required Contribution Prior to Proposed Plan Change		125,000
<i>- Employer contribution as a percent of payroll</i>		4.3%
7 Required Employer Contribution After Proposed Plan Change	\$	219,300
Estimated Employee Contribution After Proposed Plan Change		-
Required Contribution After Proposed Plan Change		219,300
<i>- Employer contribution as a percent of payroll</i>		7.5%

Recommended Contributions Based on 2018 Changes to Valuation Report

8 Recommended Employer Contribution Prior to Proposed Plan Change	\$	125,700
Estimated Employee Contribution Prior to Proposed Plan Change		-
Recommended Contribution Prior to Proposed Plan Change	\$	125,700
<i>- Employer contribution as a percent of payroll</i>		4.3%
9 Recommended Employer Contribution After Proposed Plan Change	\$	225,600
Estimated Employee Contribution After Proposed Plan Change		-
Recommended Contribution After Proposed Plan Change	\$	225,600
<i>- Employer contribution as a percent of payroll</i>		7.8%

Note: 1) The results shown above are based on 1/1/2019 data provided by the Dawson County.

2) Required and Recommended Contributions based on changes that were implemented in the 2019 valuation report.

3) If the proposed plan amendment is adopted, the full increase in the actuarial accrued liability will be recognized in the GASB 68 annual pension expense.

**Dawson County
Defined Benefit Pension Plan**

Proposed Actuarial Assumptions

Annual Investment Return 7.00%

Future Salary Increases 5.00% per year with an age based scale as follows:

<u>Age</u>	<u>Salary Increase</u>
Under 30	5.00% rate plus 1.00%
30 - 39	5.00% rate plus 0.50%
40 - 49	5.00% rate less 0.50%
50 or more	5.00% rate less 1.00%

Mortality RP-2000 projected with Scale AA to 2019

Termination Vaughn Select and Ultimate Table through age 54.
Sample rates as follows:

<u>Age</u>	<u>Years of Employment</u>			
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4 or more</u>
25	27.8%	22.5%	18.5%	13.6%
35	23.8%	17.8%	13.8%	7.9%
45	19.8%	14.1%	10.1%	5.5%
55	0.0%	0.0%	0.0%	0.0%

Retirement Rates

<u>Age</u>	<u>If Eligible for Unreduced</u>	<u>All Others</u>
Ages 55 to 60	20.0%	10.0%
Ages 61 to 64	20.0%	20.0%
Ages 65 to 69	30.0%	30.0%
Age 70	100.0%	100.0%

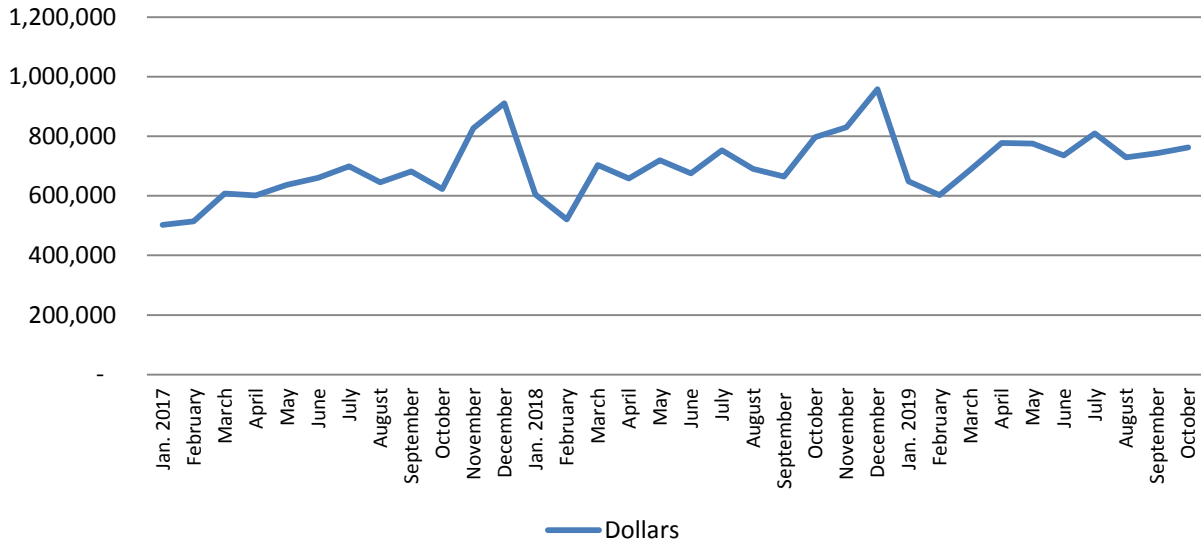
Actuarial Cost Method Entry Age Normal: A method under which the actuarial present value of the projected benefits of each individual included in an actuarial valuation is allocated on a level basis over the service of the individual between entry age and assumed exit ages(s).

Cost of Living Adjustment None

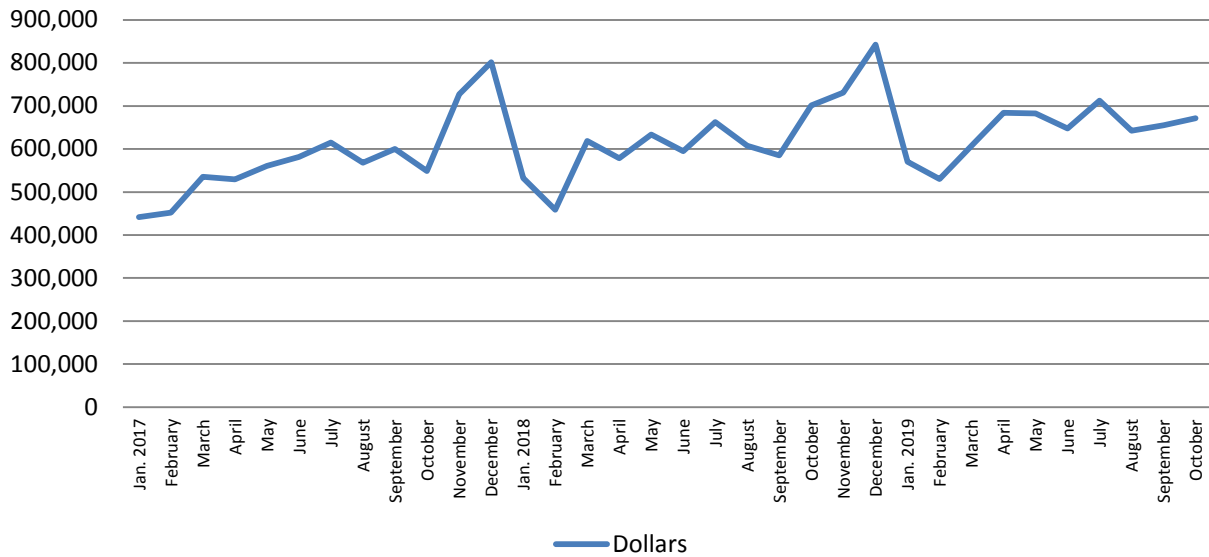


Key Indicator Report
November 2019

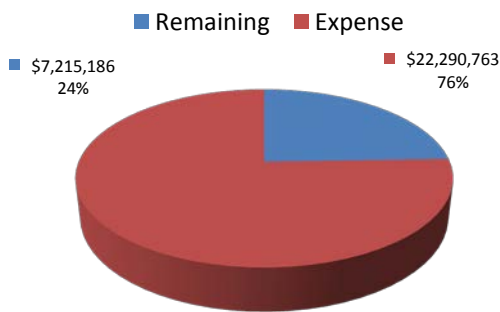
SPLOST VI COLLECTION CHART



LOST COLLECTION CHART

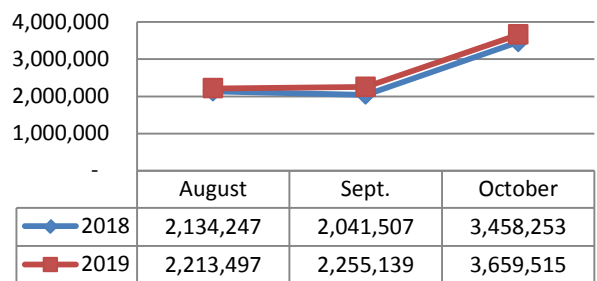


Budget

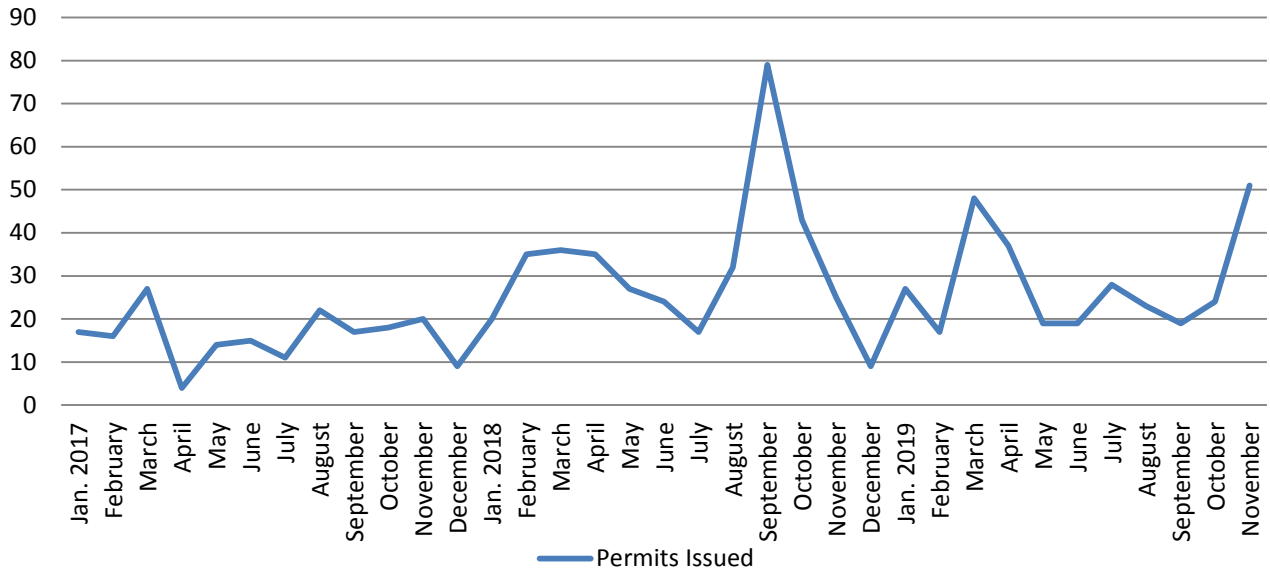


Through 10/31/19

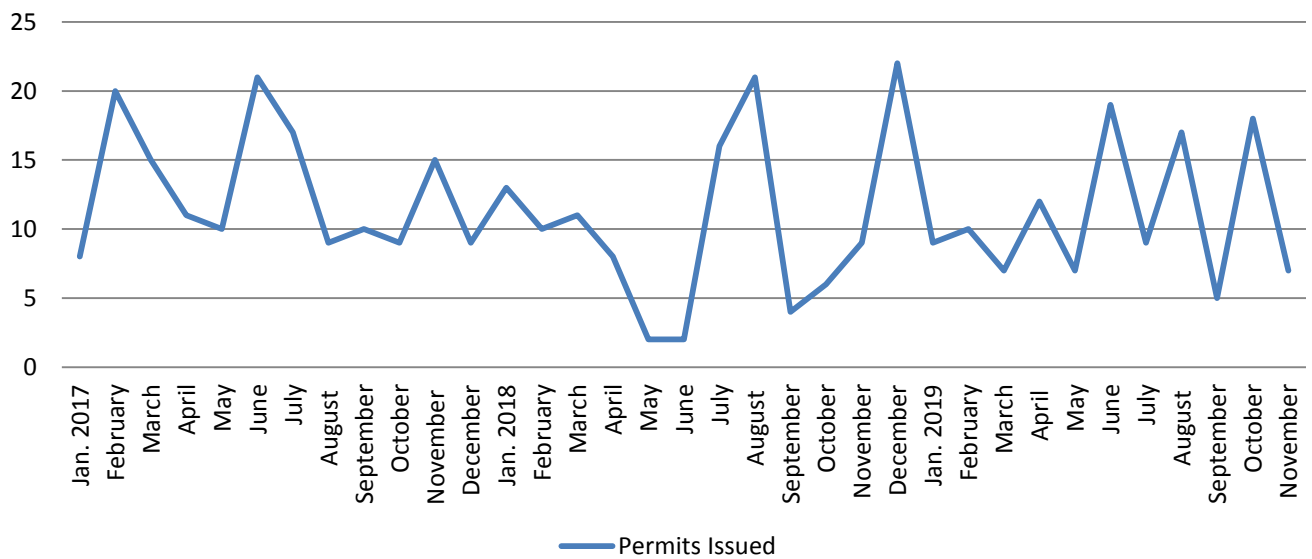
All Revenue Per Month



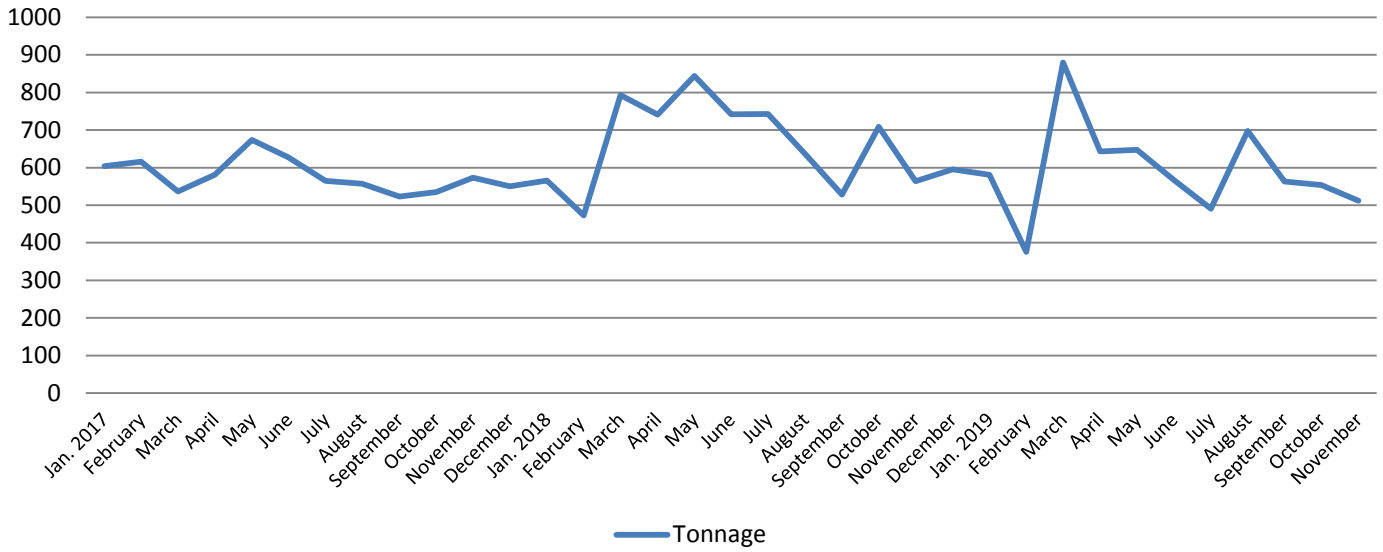
SINGLE FAMILY HOME BUILDING PERMITS ISSUED



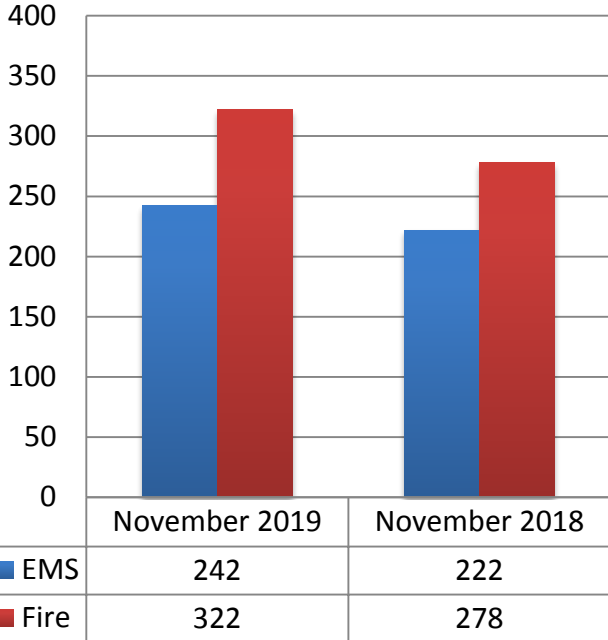
COMMERCIAL BUILDING PERMITS ISSUED



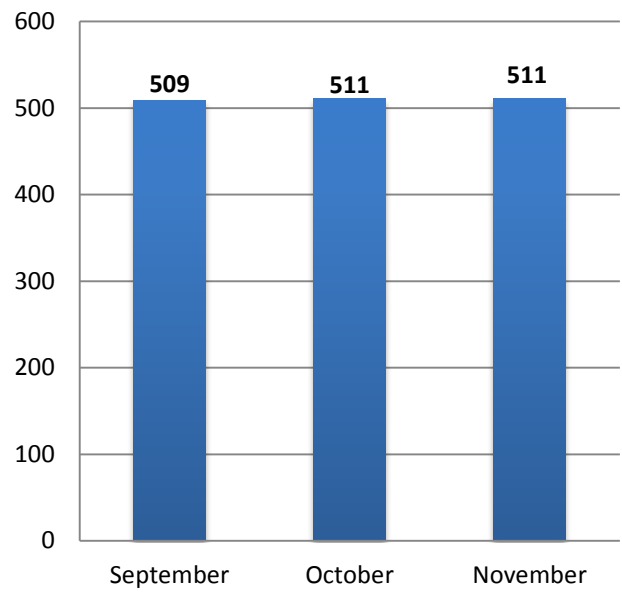
TRANSFER STATION TONNAGE COLLECTION



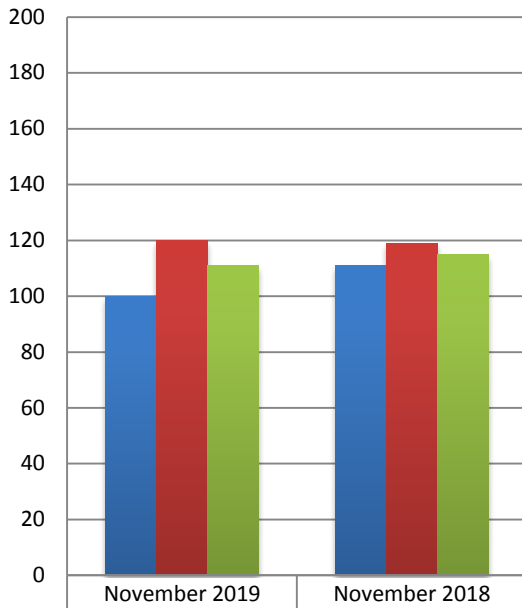
EMS/Fire Calls for Service



Number of County Employees



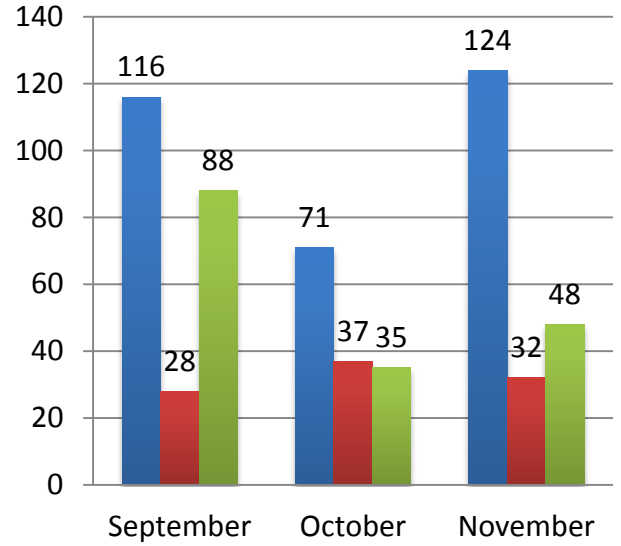
Inmate Population



Lowest Daily Count	100	111
Highest Daily Count	120	119
Daily Average	111	115

Repair Requests

■ Roads ■ Facilities ■ Fleet





Dawson County Board of Commissioners

Elections/Registrar Monthly Report – November 2019

- **New Applications/Transfers In: 176**
- **Changes/Duplicates: 1278**
- **Cancelled/Transferred Out: 97**
- **Total Processed: 1551**

HIGHLIGHTS

Voter Registration Projects:

- Processing all applications that were on hold due to November elections with the exception of those counties who are holding December runoff elections.
- Changes/Duplicates numbers increased due to November election credit for voting.
- The NGE (no act for two General elections) process is required of each county in odd years. The passing of HB316 requires mailing confirmation notices to each affected voter to allow opportunity to update records. Dawson County had 583 notices mailed on 11/6/19. The State mailed them direct, covering mailing costs. Notices are being processed as they are returned, either with voter updates or returned mail.

Elections Projects:

- Municipal General & BOE Special Election- ESPLOST VI – November 5, 2019 complete.
- The second training session is finalized to acclimate counties to the “Pollbook”. This replaces the ExpressPoll as we know it now (the electronic voter list that looks up voters and encodes voter access cards). Our region training is scheduled for Wednesday, December 4, 2019 in Lumpkin County.
- Daily emails, weekly webinars and phone calls continue from the State Election Office in reference to all necessary information feed relating to the new voting system.
- The old election system equipment pickup and destruction is being scheduled for the mid to end December. Stressing all counties finalize lists, have equipment ready and easily accessible. We are ready.
- The second set of new voting equipment (full voting station) has been received. The remainder of new election system is being re-scheduled for delivery mid to end of December, first of January. The challenge with meeting adequate storage space is being discussed.
- The Secretary of State Election Division has hired a company to visit each polling facility in the state to assure ADA compliance and power capability for the new voting units. The company will contact each county individually.
- Security procedures are being stressed and requesting each county to address necessary requirements.

Highlights of plans for upcoming month:

- Continue cleanup and destruction of any and all old election system equipment, manuals, forms, etc.
- Attendance of 1st Annual GAVREO (combined Voter Registration & Election Associations) December 8-11, 2019 in Savannah, Georgia.
- Board of Elections & Registration monthly meeting December 18, 2019 at 9:30 @ The Chappell Building.



Dawson County Board of Commissioners

Dawson County Emergency Services Monthly Report – November 2019

Fire Responses	SEP	OCT	NOV	EMS Responses	SEP	OCT	NOV	EMS Revenue		
2017	328	296	304	2017	243	227	250	2018	NOV	\$56,407.52
2018	321	291	278	2018	269	230	222	2019	NOV	\$58,118.63
2019	364	363	322	2019	284	264	242	3.03% increase from last year		

Plan Review and Inspection Revenue Total		Business Inspections Total	
		Final Inspections	Annual & Follow Up Inspections
County	\$6,333.00	19	105
City	\$100.00	2	8

HIGHLIGHTS: Dawson County Emergency Services Projects			
Training Hours Completed by Staff	1,353 hours	Fire Investigations	2
PR Detail	8	CPR Training per Individual	6
Smoke Detector Installations	4	Stop the Bleed Training per Individual	0
Search & Rescue	2	Child Safety Seat Installations	0
Swift Water Rescue	0	Plan Reviews	11

Types of Fires Total – 8			
(11) 111-118: Structure Fire Building, Cooking, Chimney-Flue, Incinerator, Fuel Burner-Boiler	1	(14) 141-143: Natural Vegetation Fire Forest, Woods, Wildland, Brush, Grass	5
(12) 121-123: Fire in Mobile but Fixed Structure Mobile Home, Motor Home, RV, Camper, Portable Building	1	(15) 151-155: Outside Rubbish Fire Rubbish, Trash, Waste, Dump, Landfills, Dumpsters	0
(13) 131-138: Mobile/Vehicle Property Fire Passenger, Road Freight, Transport, Rail, Water Vehicles, Aircraft, Campers/RV, Off Road Vehicles, Heavy Equipment	0	(16) 161-164: Special Outside Fire Storage, Equipment, Gas/Vapor, Mailbox	1

Total Water Usage – 11,125 gallons			
Etowah Water	10,000 gallons	Pickens	625 gallons
City of Dawsonville	0 gallons	g Canoe	500 gallons



Dawson County Board of Commissioners

Facilities Monthly Report – November 2019

- **Total Work Orders: 32**
- **Community Service Workers: 0**

HIGHLIGHTS:

*Cleaned windows at Government Center

*Elevator inspections county wide

*Removed power and dug 60 ft trench, added conduit for tennis court lights at Veterans

*Demo round house at Veterans



MONTHLY REPORT

For Period Covering the Month of November 2019

SN	TASKS/ WORK DONE	LOCATION/S of Service
1	Cleaned windows	Government Center
2	Pressure washed Fire Station #1-Historic Jail and Adult Learning Center	County
3	Painted window sills and hand rails	Historic Court House
4	Painted sidewalk and hand rails	Health Department
5	Repaired roof leak	Historic Court House
6	Elevator inspections	County Wide
7	Pressure washed K-9 trailer	K-9 Trailer
8	Worked w/Townley to find septic tank, which was 200 ft away, pumped it	Fire Station #3
9	Picked up trash on 400 Dawsons North-South Gateway-Both sides	County
10	Put up Christmas tree and decorations	Gov Ctr/Historic Court House
11	Removed power, dug 60 ft trench added conduit for tennis court lights	Veterans Memorial Park
12	Hood inspections	Jail/Senior Center/FS #1
13	Pumped tank, replaced toilet	Fire Station #5
14	Demo round house	Veterans Memorial Park
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26	Total Work Orders for the month = 32	Facilities
27	Total Community Service for the month = 0	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



Dawson County Board of Commissioners

Information Technology – November 2019

- **Calls for Service:110**
- **Service Calls Completed: 110**

Highlights

- Began cell phone upgrades
- Multiple open record request

FACILITIES

Major Projects completed in 2019

- *Completed Building Inspections on all county buildings
- *Had 200 ft of handicap hand rails installed at Government Center
- *LED retrofit completed at Library, Fire Station #1 and 2, Veterans Gym and two gyms at Rock Creek
- *Removed seven AC units at Detention Center
- *Replaced large AC unit inside and out at Rock Creek Gym A
- *Worked Shore Sweep on September 14 at War Hill
- *Paved and Stripped lower parking lot at KH Long Building
- *Involved in monitoring all new county construction

IT

Major Projects completed in 2019

- *Installed 114 computers
- *Upgraded audio/video equipment in Courtroom C and Assembly Room



Dawson County Board of Commissioners

Finance Monthly Report – November 2019

FINANCE HIGHLIGHTS

- **LOST Collections:** \$671,934 – down 4.3% compared to 2018
- **SPLOST Collections:** \$743,147 – up 11.7% compared to 2018; 24.9% over projections for September 2019; Total SPLOST VI collections: \$33,744,772
 - \$631,675– County Portion (85%)
 - \$111,472 – City Portion (15%)
- **TAVT:** \$158,056 – up 27.9% compared to 2018
- **See attached Revenue and Expenditure Comparison for 2019**
- **Total County Debt:** \$4,289,578 (See attached Debt Summary)
- **Audit Status:** 2018 audit complete as of 6/30/2019
- **EMS Billing Collections:** \$71,202 for October 2019; \$675,415.78 YTD
- **Budget Status:** The FY 2020 Budget was adopted on October 17, 2019.
- **Monthly Donations/Budget Increases:** \$167,827
 - Passport Fees - \$1,645
 - Donations - \$4,055
 - Elections Travel, Training & Fees - \$12,127 (from Fund Balance per BOC approval)
 - Legal Fees - \$150,000 (from Fund Balance per BOC approval)

PURCHASING HIGHLIGHTS

Formal Solicitations

- Legal Services for Dawson County

Informal Solicitations

- None

Quotes for less than \$25,000 this month

- Diesel Fuel – Fleet Maintenance
- Gasoline – Fleet Maintenance
- Carpet for Voter Registration & Environmental Health – Facilities
- Fiber Optic Cable for new Public Works Complex – Public Works

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

- None

Pending Projects

- Inmate Commissary & Banking Services
- Inmate Telephone/Video Visitation

Work in Progress

- Public Works/Fleet Complex
- Land Use Resolution Update
- Design-Build of Fire Station 8
- Salary Study

- VMP Pavilion, Playground & Multi-Purpose Field
- Senior Center (CDBG)
- Closing for Property “B” of the Sale of Surplus Real Property – Rebid
- Debris Monitoring Services
- Debris Removal & Disposal Services
- Materials & Labor for VMP Maintenance Building
- RCP Berm Construction
- Sale of Surplus Real Property – 2nd Rebid

Future Bids

- Rock Creek Park Turf for 3 Soccer Fields
- Install Soil Vapor Extraction System at Closed Landfill

Future Bids – SPLOST VI

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

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

- None

Budget to Actual

	Actual at 10/31/2019	Percent of Budget Actually Collected/ Expended	2019 BOC (2) Approved Budget	Over(Under) Approved Budget	Percentage Over(Under) Approved Budget
Revenue	\$ 22,058,011	74.76%	\$ 29,505,949	\$ (7,447,938)	-25.24%
Expenditures	22,290,763	75.55%	29,505,949	(7,215,186)	-24.45%
	<u>\$ (232,752)</u>	<u>-0.79%</u>	<u>\$ -</u>	<u>\$ (232,752)</u>	<u>-0.79%</u>

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

(1) Reporting actuals as of 10/31/2019 because revenue collections are 30 days behind. The LOST revenues for the month of October were received in November.

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

\$ 27,170,235	Original Budget
\$ 64,971	Donation Carryover Balances
\$ 2,590	January
\$ 488,325	February
\$ 1,034,259	March
\$ 237,777	April
\$ 302,802	May
\$ 3,300	June
\$ 13,395	July
\$ 8,428	August
\$ 12,040	September
\$ 167,827	October
	November
	December
<u>\$ 29,505,949</u>	Revised Budget



Dawson County Board of Commissioners

Fleet Maintenance and Fuel Center Monthly Report – November 2019

FLEET

- **Preventative Maintenance Performed: 22**
- **Tires Mounted: 32**
- **Repair Orders Completed: 48**
- **Labor Hours: 226.60**
- **Labor Cost Savings: \$ 9,748.32**
(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: \$ 2,993.40**
(Comparison of Dawson County's parts discounts to outsourced markup; average 20%)
- **Total Cost Savings for November: \$ 10,047.66**

FUEL CENTER

- **Average Fuel Center Price Per Gallon:**
Gasoline: \$ 1.98
Diesel: \$ 2.33
- **Fuel Center Usage - Dawson County and Board of Education**
Gasoline: 10,163.5 gallons; 706 transactions
Diesel: 6,824 gallons; 174 transactions
- **Fuel Center Usage - Etowah Water and City of Dawsonville**
Gasoline: 1,161.4 gallons; 62 transactions
Diesel: 395.6 gallons; 13 transactions
- **Revenue from Etowah Water and City of Dawsonville: \$ 77.85**

HIGHLIGHTS

- 2019 successful Surplus Sale totaling \$68,474.47.
- Went out to bid and had new leak detector sensors installed which put us in compliance with new Environmental Protection Agency (Federal EPA) and Environmental Protection Division (GA State EPD) rules and requirements for underground storage tank and facilities.
- We have successfully worked with departments on specs and ordering 9 new vehicles for 2019 for the BOC. They were purchased with Capital and SPLOST funds.
- Specs for 2 EMS vehicles ordered and upfitted



Dawson County Board of Commissioners

Human Resources Department Key Indicator Monthly Report – November 2019

POSITION CONTROL

- Positions approved by BOC: 617
- # of filled F/R Positions: 294
- # of filled F/T Positions: 0
- # of filled Grant Funded Positions: 15
- # of filled P/R Positions: 75
- # of filled P/T Positions: 78
- # of Supplemental Positions: 49
- # of Vacant Positions: 79
- #of Frozen Positions: 27
- % of Budgeted/Actual Positions: 83%

ADDITIONAL INFORMATION

- FMLA/LOA/Military tracking: 4
- Unemployment Claims received: 0
- Property & Liability Claims: 2
- Worker's Compensation Claims: 2
- Performance Evaluations received: 13

HIGHLIGHTS

Positions Advertised/ Posted:

- Emergency Services—Firefighter/EMT (Full-Time) - **1**
- Emergency Services—Firefighter/Paramedic (Full-Time) - **2**
- Emergency Services—FF Recruit Class EMT/Para – **0**
- Public Works—Roads Operator I - **4**
- Treatment Court--Lead Counselor – **1**
- Senior Services—PT Temp Meals on Wheels Driver – **2**
- Senior Services—Food Services Coordinator – **9**
- Parks & Recreation—Lifeguard/Pool Concession Attendant – **0**
- District Attorney—Administrative Clerk – **17**
- Public Works—Transfer Station Operator I – **0**
- General Application - **0**
- Sheriff's Office—Deputy Sheriff - **N/A**
- Sheriff's Office—Detention Officer – **N/A**

Applications Received: 36

New Hires added into system: 4

- Randall Burns, Emergency Services, Firefighter/EMT
- Christopher Lohmuller, Emergency Services, Firefighter/EMT
- Amanda McKinzie, Sheriff's Officer, E911 Communications Officer
- Randy Tallant, Senior Services, PT Temp Meals on Wheels Driver

Terminations/Resignations Processed: 3

- Michelle Crane – Senior Services
- Danny Speaks – Emergency Services
- Krystal Kiker – Magistrate Court

Additional Highlights for November:

- Salary Study-Meeting with Don Long (MAG) reviewed initial findings on Nov. 8, 2019. BOC to review and decide on next steps.
- Jarrad & Davis to presented final draft of hand for BOC review on Nov. 21, 2019. BOC reviewing and deciding on next steps.



Dawson County Board of Commissioners

Planning and Development Monthly Report – November 2019

- **Total Building permits Issued**
 - November 2019: 76
 - YTD 2019: 632
 - Single Family New Homes: 51
 - Commercial Buildings: 7
- **Business Licenses Issued:**
 - November 2019: 140
 - YTD 2019: 1948
- **Total Building Inspections Completed:**
 - November 2019: 505
 - YTD 2019: 6828
- **Variances/Zonings Processed:**
 - November 2019: 2
 - YTD 2019: 41
- **Plats Reviewed:**
 - November 2019: 12
 - YTD 2019: 114
- **Total Civil Plan Review Meetings: 4**
 - YTD 2019: 36
- **Total Building Plan Review Meetings: 8**
 - YTD 2019: 63
- **Impact Fee Collection**
 - November 2019: \$46,209.78
 - Commercial: \$2,911.76
 - YTD 2019: \$757,779.29



DAWSON COUNTY
Planning and Development
Marshal's Office
Code Compliance/Animal Control
Monthly Report

Alcohol License
Establishment
Inspections: 0

Alcohol Pouring Permits Issued: 109

Animal Control Calls Handled: 70

of *New* Code Enforcement Calls: 17

Animal Bites to Humans Investigated: 7

Animals Quarantined: 3

Animals Taken to DC Humane Society: 28

Dangerous Dog Classifications: 0

Citations Issued: 5

Code Compliance Complaint Calls/In Field Visits: 27 calls and 71 in field visits

After Hour Calls: 3

Erosion Site Visits: 5

Non-Conforming Signs Removed: 0

Sign Reviews Conducted: 2

Signs Purchased: 2

Vape Ordinance Letters mailed: 93

Business Pouring Permits Mailed: 105

Business License Renewal Calls: 50

Business License Warnings Issued: 0

Open Records Requests: 8



Court Cases: 1

Short term Rental Letters Sent: 15

Short Term Rental Renewals: 1

Short Term Rentals First Permit: 0

2019 Marshal Office Yearly Report

- Our department has added an administrative assistant. This has allowed both divisions of the Marshals office have been much more proactive and efficient in our enforcement of the ordinances. We are able to spend much more time in the field and accomplish more each day.
- Animal control and Code compliance have issued more citations this past year. We have been very successful in our magistrate court cases.
- Animal Control has reduced the number of feral cats taken to the Humane Society by creating a new policy for ownership. The ownership policy has also allowed anyone who wants to surrender an animal to go through the process with the Humane Society.
- There has been as contract setup with the City of Dawsonville and the Humane Society to prevent any animals from going to a kill shelter.
- Code compliance has enforced the recently passed Vape Ordinance and will have each business in compliance by 2020.
- There has been a decrease in the amount of erosion complaints.
- Brendan has completed a course from the Southeastern Animal Control Association resulting in 20 hours of training. He has also completed training for large animal emergency rescue and large animal cruelty investigation. He is also a certified training officer.
- Grayson has completed training in Soil Erosion and obtained both his blue and red cards.
- Worked with the Sheriff Office to change procedures for pouring permit in the way we receive background checks. This change drastically changed our efficiency. Handled a record 61 pouring permits in a 2 day period (Olive Garden).

2019 Planning Department

- We didn't burn the place down
- Diane celebrated 20 years of service
- Made numerous needed updates to County Ordinances
- Adopted New Vape Ordinance
- Updated Planning Department Fee Schedule. This has not been updated since 2001 and is projected to bring in a lot of needed revenue.
- Ordinances that we started/continue working on for early 2020
 - Property Maintenance
 - Short Term Rental
 - Bed and Breakfast
 - 53/400 Corridor Overlay (Approved with 2 year projection)
- Beginning Energov Upgrade to allow for efficiency in almost every aspect of Planning Department (HUGE)
- Implemented the use of tablets for the building inspectors. This allows for the inspector to submit their reports directly from the field. This was a part of the plan for improving technology and communication within the department.
- Tripled the number of rezonings over last year

"I am extremely proud of the planning department for their accomplishments this year. We started the year with half of the department having less than 6 months in their positions. Through several growing

pains, I can say we have improved our interdepartmental relationships with the Tax Assessor, Tax Commissioner, Fire Department, as well as others. As more development comes to Dawson County, we will continue to update our processes for efficiency in order to provide the public with the best customer service we can offer. 2020 is going to be very exciting.” –Jameson



Dawson County Board of Commissioners

Parks and Recreation Monthly Report – November 2019

- **Youth Sports Participants**
 - November 2019: 1,196 - up 44.4% compared to same month last year
 - YTD 2019: 15,035 - up 7.9% compared to last year
- **Facility Rentals/Bookings/Scheduled Uses:**
 - November 2019: 1,109 - down 3.8% compared to same month last year
 - YTD 2019: 22,250 - up 9.7% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
 - November 2019: 456 – up 135.1% compared to same month last year
 - YTD 2019: 18,080 – down 2.4% compared to last year
- **Total Customers Served:**
 - November 2019: 2,761 – up 26.9% compared to same month last year
 - YTD 2019: 55,365 - up 4.9% compared to last year

HIGHLIGHTS

Park Projects:

- The bids for the replacement shop project have been reviewed and rewarded. Construction will begin early December.
- Veterans Memorial Park renovations continue to progress.
- A flood control berm is being constructed at Rock Creek to help with flooding on soccer fields.

Athletic and Program Summary:

- Additional specialty programs for the month included dance classes, adult Boot Camp, adult Jazzercise, adult Tai Chi, and adult Yoga.
 - Jazzercise classes continue to grow.
- Travel Teams will resume practices/games in the near future.
 - 11 total teams registered (baseball, softball, basketball)
- The EPIC Day program continues to be a success, with approximately 80 in attendance at the November 21st event, where we made new friends with a 5th grade class and high school education class, who volunteered at the event. The next EPIC Day is scheduled for December 19th and will be our end of the year banquet and Christmas party.
- Pickleball open play continues to go well and numbers are steadily increasing each week.

- Instructional League basketball (5-6 year olds) finished up on November 23rd and went well.
- Wrestling meets began November 16th; the season is going well.

On the Horizon:

- Basketball games begin the week of December 2nd.
- The 12th annual Breakfast with Santa is scheduled for December 7th at Rock Creek, 8:00-11:00am.



Dawson County Board of Commissioners

Public Works Monthly Report –November 2019

ROADS:

- Work Orders: 124
- Gravel: 93 tons
- Mowing: 56.19 miles
- Limbing: .4 miles

PROJECT MANAGEMENT:

- Public Works/Fleet Maintenance Buildings: Project is currently moving forward, and is on schedule for possibly the TCO to be received in approximately 2-4 weeks. Starting today the buildings will have it initial system checked. The overhead bay doors will be installed this week. Ove installed final interior furnishings can initiate and flooring, hvac, and ceiling tiles can be installed, and furnishing can start to be installed. On the exterior, base for the parking areas has been completed for both buildings, with concrete starting to be poured at the public works center side. Areas of completed concrete has already been installed at the fleet center. Additionally, final exterior wall packs will be installed this week as well as low voltage conduits with fiber lines starting soon after.
- Rock Creek Berm Project: Dawson county entered into a contract with Townley Construction for \$56,156 with the contract starting December 2nd. A pre-construction meeting will be held today at Rock Creek to initiate the project.
- Veterans Memorial Park Maintenance Building: Dawson County entered into a contract with Everlast Construction for \$91,280. A pre-construction meeting was held last week with the contractor and initial grading has started to commence on site, the completed timeframe for construction is a total of 3 months.
- Fire Station 8: Initial clearing and grubbing have already been completed on site with fill starting to be placed. A revised septic plan will be issued in the upcoming days.
- Senior Center: Footings have been poured, with all under slab plumbing and electrical conduits being installed. Weather permitting the week of the 9th is the tentative pour date for the slab, once the slab is poured framing will commence this equipment is already on site and will start by Christmas holiday. Kitchen area submittals were turned in with a set budget, the contractor has given Dawson County the ability to find its own kitchen equipment if needed.
- Veterans Memorial Park Civil package: Paving of the project has been started and topping has been put down in the interior areas of the parking lot. Binder has been put down inside recreation road area. The pavilion under slab plumbing and electric has been installed and passed by Dawson County, weather permitting the slab for the pavilion will be poured this week with framing to begin to after.
- Musco Lighting for VMP: Dawson county received a revised conceptual cost for the lighting for the multi-use field at a total of \$252,000, the plan will have to be once again revised to reflect an accurate number of poles and locations to have an exact final price, this price by Musco should be decreased.

TRANSFER STATION:

- Solid Waste: 512.38 Tons
- Recycling: 27.57 Tons
- Recycling scrap metal: 4.48 Tons



Dawson County Board of Commissioners

Dawson County Senior Services Monthly Report – December 2019

SENIOR CENTER

- **Home Delivered Meals Served**
 - November 2019: 1,927 up 14% compared to same month last year
 - YTD 2019: 21,759 up 18% compared to last year
- **Congregate Meals Served**
 - November 2019: 460 up 1% compared to same month last year
 - YTD 2019: 5,688 up 3% compared to last year
- **Physical Activity Participation** (Silver Sneakers, Yoga, individual fitness)
 - November 2019: 397 up 4% compared to same month last year
 - YTD 2019: 4,579 up 8% compared to last year
- **Lifestyle Management Participation** (art, bingo, awareness, prevention)
 - November 2019: 292 up 2% compared to same month last year
 - YTD 2019: 4,474 up 5% compared to last year

TRANSIT

- **DOT Trips Provided**
 - November 2019: 279 up 2% compared to same month last year
 - YTD 2019: 3,296 up 4% compared to last year
- **Senior Trips Provided**
 - November 2019: 601 up 3% compared to same month last year
 - YTD 2019: 7,744 up 3% compared to last year
- **# of Miles**
 - November 2019: 6,092 down 1% compared to same month last year
 - YTD 2019: 83,954 down 2% compared to last year
- **Gallons of Fuel**
 - November 2019: 737 down 2% compared to same month last year
 - YTD 2019: 9,508 up 1% compared to last year

HIGHLIGHTS

November Meetings & Events:

- Hosted LifeSouth Blood Drive with 20 donors.
- Dawn Pruett, Lee Adkins, and Brad Gould attended Drug and Alcohol Training for Dawson County Transit in Macon, GA.
- Dedri Bruce participated in Poverty Simulation at Veteran's Park.
- Hosted Retired Senior Volunteer Reception.
- Attend Rotary Thanksgiving Dinner with over 40 senior clients.

Special Dates Coming Soon:

- December 2: Ric Rack
- December 3: Dollar Tree
- December 9: Dollar Holler
- December 4, 11, 18, 23, 30: Walmart
- December 13: Fire Department Presentation
- December 10: Burlington Shopping Trip
- December 12: Christmas Party
- December 16: Christmas Lunch – Golden Corral
- December 17: Retired Teachers Bingo and Desserts
- Nutrition and Health Education Presentation completed monthly
- Bible Study on Thursdays
- Silver Sneakers Classes on Tuesday, Wednesday, & Thursday
- Art Class on Thursday and Friday
- Sit and Stretch on Wednesday
- Yoga on Friday
- Special Music on Friday

LOST and SPLOST Collections

Local Option Sales Tax (LOST) and Special Purpose Local Option Sales Tax (SPLOST) collections are down 4.3% for the same month in 2018 and up 7.23% for year to date. Monthly SPLOST collections came in 35.9% over projections. Total SPLOST VI collections (July 2015 to present) are \$34,507,137.

October collections received in November are as follows:

LOST	\$671,934
SPLOST	\$762,365
County (85%)	\$648,010
City (15%)	\$114,355

Items Approved by the County Manager Since November 21, 2019

Rave Mobile Safety	EMS / Fire	SMS Messaging / Alert and IPAWS Integration	SERVICE AGREEMENT	6,875.00	CONTRACT / PO
Dere & Company	Parks & Recreation	John Deere Bunker and Field Rake	COOPERATIVE AGREEMENT	\$13,557.96	PO
Dell Marketing	IT	3 Computers and 4 Laptops for Judges	COOPERATIVE AGREEMENT	\$8,732.48	PO
Alan Jay Automotive	Sheriff	3 2020 Ford Trucks	COOPERATIVE AGREEMENT	\$99,002.00	PO
BIS Digital Inc.	Magistrate / Juvenile / Probate Court	Digital recording software and audio capture devices	SERVICE AGREEMENT	\$1,934.00	Service Agreement