



CITY OF DAHLONEGA

Amended - Council Work Session Agenda

March 21, 2022 4:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 706-864-6133.

OPEN MEETING

BOARDS & COMMITTEES:

1. Cemetery Committee—February 2022
Chris Worick, Committee Chairman
2. Main Street / DDA – February 2022
Ariel Alexander, Main Street/DDA Interim Main Street Manager

TOURISM: Sam McDuffie, Tourism Director

DEPARTMENT REPORTS:

3. Community Development – February 2022
Jameson Kinley, Planning and Zoning Administrator
4. Dahlonega Police Department- February 2022
George Albert, Chief of Police
5. Finance Department Report - February 2022
Allison Martin, Finance Director
6. Water & Wastewater Treatment Department Report February 2022
John Jarrard, Water/Wastewater Treatment Director
7. Public Works—February 2022
Mark Buchanan, PW Director/City Engineer

ITEMS FOR DISCUSSION:

8. Amended - Resolution 2022-07 Hazard Mitigation Plan Update
David Wimpy, Director/Fire Chief
9. Amended - 2022 Comprehensive Plan
Jameson Kinley, Planning Administrator
10. Request to increase the allocation of funds for pay adjustments for employees.
Bill Schmid, City Manager
11. Amendment of Personnel Management System Policies
Allison Martin, Finance Director
12. FY2021 Fourth Quarter Budget Amendment
Allison Martin, Finance Director
13. Servline Leak Protection Program
Allison Martin, Finance Director

[14.](#) 2022-009 Parking Lot Overlay for City Hall

Vince Hunsinger, Capital Projects Manager

[15.](#) 2022-007 Storm Drain Repair - Mechanicsville Road

Vince Hunsinger, Capital Projects Manager

[16.](#) Morrison Moore Pedestrian Bridge & Sidewalk Supplemental Agreement for Preliminary Engineering (PE)

Mark Buchanan, City Engineer

[17.](#) Park Street Design Firm Selection

Mark Buchanan, City Engineer

COMMENTS – PLEASE LIMIT TO THREE MINUTES

Clerk Comments

City Manager Comments

City Attorney Comments

City Council Comments

Mayor Comments

ADJOURNMENT



Department Report

Report Title: Cemetery Committee—February 2022

Report Highlight: George Phillips Headstone

Name and Title: Chris Worick, Committee Chairman

Recently Completed:

- The bench at Mount Hope Cemetery has been placed and anchored under the Cypress trees with the perfect view to the West! Truly a lovely place for anyone to sit and reflect.
- Placed headstone of Mexican War Veteran George W Phillips at Mount Hope.



Report Title: Main Street / DDA – February 2022
Report Highlight: Implementing first steps of the work plan.
Name and Title: Ariel Alexander, Main Street/DDA Interim Main Street Manager

Recently Completed:

- Met with Department of Community Affairs Georgia MainStreet to discuss branding and marketing strategies following the new name change from DDA/Main Street to Downtown Dahlonega.
- Met with Finance to discuss budgeting work plan as well as new additions to project list.
- Created a downtown work schedule to ensure 10 parking signs are place around town Friday through Sunday. FWS intern and Event Coordinator will alternate monitoring downtown to enhance social media presence as well.
- Scheduled three months of “Throwback Thursday” historical highlight posts to showcase the history of Dahlonega.
- Coordinated with businesses for participation in promotional Mother’s Day Crawl.
- Scheduled upcoming season of First Friday Concerts and Appalachian Jams.

Underway:

- Developing a working budget for the work plan and connecting with other department heads on coinciding projects. Finalized proposal will be presented in April.
- Researching feasibility of a Downtown Dahlonega app to help with parking information, business promotion, and event calendars.
- Redesigning Incentive programs to allow for more streamlined use:
 - Researching other communities’ incentive programs that assist with small business expansion, employee recruitment, and marketing. The goal is to have two applications, one for Historic rehabilitation and one for small business development.
- Reviewing fee schedule for improvements and changes for downtown event fees.
- Preparing for Georgia Cities Week, an educational opportunity to share with local school system the importance and role of local government.
- Working with Public Works on beautification projects and partnering in targeted work plan areas for trees, benches, and crosswalk improvements.



Department Report

Report Title: Community Development – February 2022
Report Highlight: Monthly Statistics
Name and Title: Jameson Kinley, Planning and Zoning Administrator

	2021			2022		Total
	Oct	Nov	Dec	Jan	Feb	
Annexation Application						0
Building Permit - Commercial	2	2	1	1		6
Building Permit - Residential	8	9	2	12	3	34
Home Occupation Form	1					1
Certificate of Appropriateness						0
Cemetery - Plot Purchase					2	2
Demolition Permit		1		1	1	3
Final Plat						0
Land Disturbance Permit			2	2	4	8
Minor Final Plat	1	4	2	1	2	10
Outside Sales and Dining					1	1
Pool/Spa Permit		1				1
Preliminary Plat						0
Open/Close of Cemetery Lot	1	4	3	1	3	12
Rezoning Permit	3		1		1	5
Short-Term Rental Application						0
Sign Permit	2	4	5	3	6	20
Tree Removal Permit					2	2
Variance Application	1					1
Visitation Cemetery Application		1				1
Zoning Verification Letter Request				1	4	5
Total	19	28	16	25	24	112
Inspections	126	99	144	90	76	535

	Revenue					Total
	Oct	Nov	Dec	Jan	Feb	
Permits/Cemetery	\$ 30,572.28	\$ 42,700.08	\$ 11,178.32	\$ 7,885.72	\$ 13,520.00	\$ 105,856.40
Occupational Tax	\$ 1,735	\$ 945.00	\$ 34,900.00	\$ 46,035.00	\$ 21,846.00	\$ 105,461.00
Total	\$ 32,307.28	\$ 43,645.08	\$ 46,078.32	\$ 53,920.72	\$ 35,366.00	\$ 211,317.40

	2021 Calendar Year			
	Average	Low	High	Total
Inspections	130	72	152	1561
Permit Revenue	\$ 18,402.22	\$ 6,703.00	\$ 42,700.00	\$ 220,826.66
Permits Application	20	17	28	242



Department Report

Report Title: Dahlonega Police Department- February 2022
Report Highlight: Security Cameras Replaced at City Hall, Assisted LCSO with Crisson Goldmine Robbery, Officer Weeks Citizen Commendation (see below)
Name and Title: George Albert, Chief of Police

Recently Completed:

- Security cameras at City Hall replaced
- New SUV mobile radio installed
- Officer Weeks assisted LCSO with the armed robbery at Crisson Goldmine
- New Uniform Patches arrived and swapped out (see attached photo)
- Attended Georgia Chief of Police Winter Conference
- New standardized weapons and lighting system issued to officers
- GCIC certification and Open Records training

Underway:

- Waiting on delivery of new uniform Badges
- Working on Policy manual and updates
- Security cameras at Hancock Park
- Addressing various parking issues around the City in pursuit of voluntary compliance and education about our ordinances
- Implementation of Bike Patrol in the downtown area as seasonal tourism and events begin

Near Term:

- Job description updating for next Code Enforcement/Police Officer and posting the position

Lumpkin County Communication shared information with me about a citizen who was stopped by Officer Weeks. The citizen advised it was raining, getting dark and he was not used to the roads and understands why he was stopped. The citizen commended Officer Weeks for stopping him to make sure he was ok. The citizen commented that Officer Weeks was friendly, extremely professional and made the contact a really good experience and wanted to let someone know.

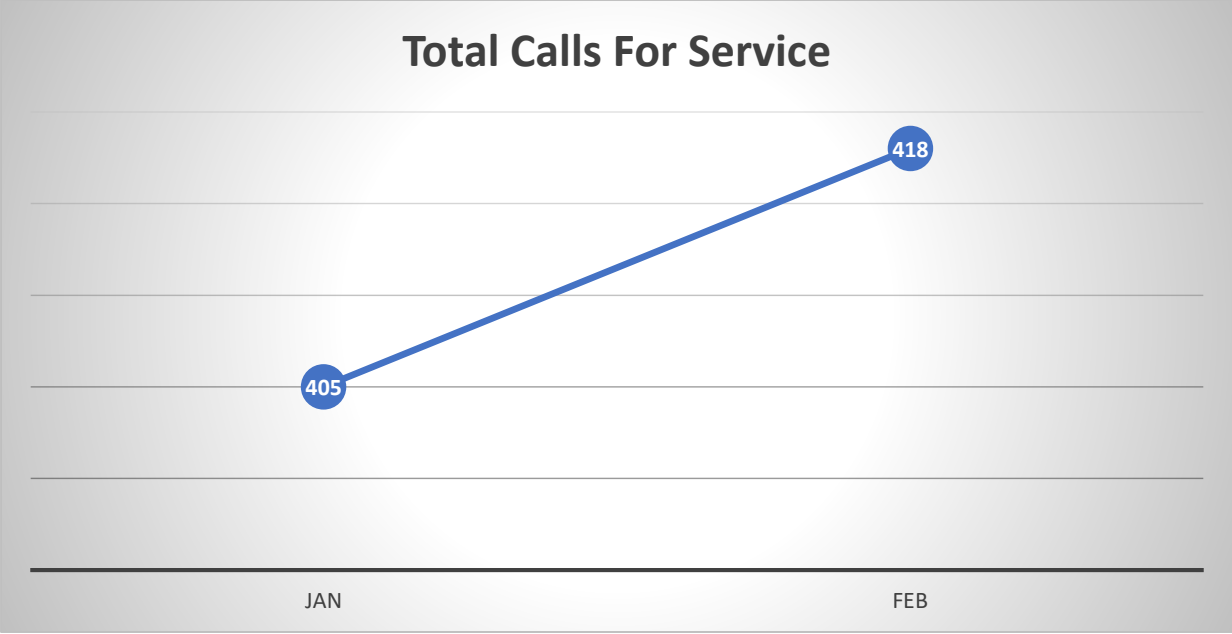
Dahlonega Police Department
465 Riley Rd
Dahlonega, Ga 30533

FEBRUARY REPORT

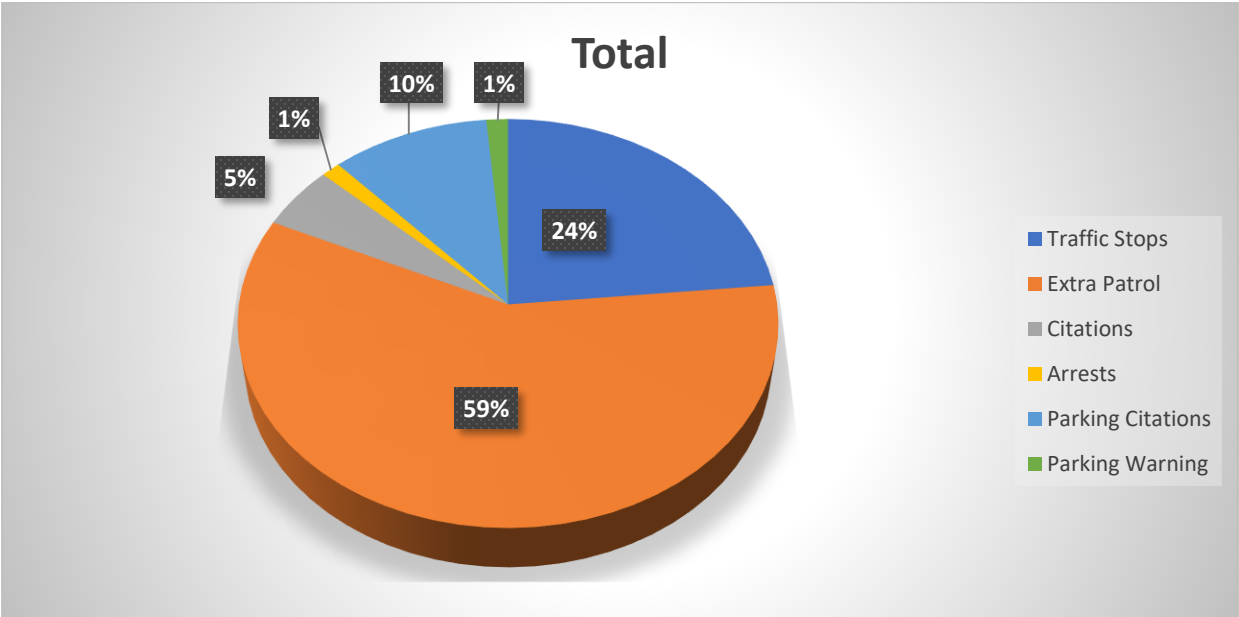
Date: 02/28/2022

TYPE	QUANTITY
Traffic Stops	71
Extra Patrol	192
Citations	20
Arrests	5
Total CFS	418

Parking Citation	32	Parking Warning	8
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January/February 2022 Cumulative CFS totals



January/February 2022 Cumulative totals for individual calls for service





Department Report

Report Title: Finance and Administration Department – February 2022

Report Highlight: Redundant fuel card system implemented for the City

Name and Title: Allison Martin, Finance Director

Recently Completed:

- Completed finance portion of annual water audit.
- Completed Wex application for redundant fuel card system for the city for emergency purposes.
- Implemented ACH refunds for utility billing customer accounts to avoid writing checks to save postage, labor and reduce the number of uncashed checks that must be escheated.
- Preliminary FY23 budget revenue forecasting.
- Attended GMA's ARPA management training webinar series.
- Employee phone tree and electronic call database.
- Review of record retention and files that can be destroyed that are housed at City Hall.

Underway:

- Website updates to include a searchable minute function and overall search engine refinement to create a better end-user experience.
- Administration of American Rescue Plan (ARP) grant
- Establish and set up Employee Portal on new software; implement and train employees on benefits and use.
- Historic Preservation Grant administration.
- Update employee evaluation forms and document procedures for employee review processes and performance development plans.

Near Term:

- Update financial policies.
- Update purchasing policy to include a vendor preference provision.
- Develop and implement employee meetings to provide appropriate training and updates HR forms; promote employee education related to City retirement plans.
- Review of additional finance files in long-term storage to determine what should be destroyed per the retention schedule.
- Audit of Utility Billindress points against MSAG/E911/USPS data.



Department Report

Report Title: Water & Wastewater Treatment Department Report February 2022

Report Highlight: The Annual Water Loss Audit was completed for Calendar Year 2021 and certified by a Qualified Water Loss Auditor. Our Non-Revenue water percentage stands at 25%, which is a lot lower than our all time high of 33% just a couple of years ago. The Barlow Lift Station Rehab Project had seven companies request the bid package for this project. Unfortunately, only one company placed a bid for the facility rehab work. Turnipseed Engineering is currently going over the contractor's bid and will give us their opinion on the project soon.

Name and Title: John Jarrard, Water/Wastewater Treatment Director

Recently Completed

- 2021 Water Loss Audit
- Bid Opening for Barlow Lift Station Rehab Project
- Motor Bearing replaced on Air Compressor A at WTP
- Repairs to Walmart Tank Altitude Valve
- Efficiency test on belt press polymers at WWTP
- Repairs to heating at WWTP
- Updates to Emergency Response Plan (ERP)
- Repaired generator at Lower Crown Mountain Pump Station

Underway:

- Consumer Confidence Report (CCR)
- Cross-Connection Control Program and Backflow Prevention Program (joint work with other departments)
- Replacement of outside electrical disconnect boxes at the WWTP
- Design/Purchase Reservoir Boat Complete, waiting on arrival
- Water Bottles (bottles received, coordinating between delivery truck/bottling company)
- Replacement of manifolds at WTP
- Repairs to circulation pump in CIP pit
- SCADA programming for Walmart Altitude Valve controls

Near Term:

- Lower Crown Mountain Tank interior/exterior painting (American Tank Maintenance)
- Filter Cloth replacement at WWTP
- Industrial Pre-Treatment Inspections
- Annual Watershed Study Report due to Department of Natural Resources
- Discharge Permit for the WWTP



Department Report

Report Title: Public Works—February 2022

Report Highlight: COVID-related measures continue at a reduced level. Having exhausted available federal funding for these tasks, City Staff are performing these duties in house.

Name and Title: Mark Buchanan, PW Director/City Engineer

Recently Completed:

- Most construction on the Oak Grove Roundabout. While small details remain, the largest remaining item of note is streetlighting by Georgia Power.
- Application of grant documents for an additional \$32,000 in funding for the Morrison Moore Pedestrian Bridge & Sidewalk project.
- Construction of curb and retaining wall near rear entrance to City Hall. This area has long suffered from stormwater intrusion into the building. More upgrades are soon to come including additional landscaping and hardscape work in this same location and near the Council room entrance.



Underway:

- Wimpy Mill guardrail replacement.
- Testing of watermain extension along Morrison Moore Parkway. The project is continuing with new sidewalk and curb & gutter installation. This is a joint project with UNG.



- Asphalt markings throughout the city, partially funded through the GDOT LMIG Off-System Safety grant were bid, awarded and are in progress.



- Continued design of the Morrison Moore Pedestrian Bridge.
- Creation of a heavily revised set of Development Regulations.
- Discussions and planning in coordination with UNG and GDOT for a sidewalk along Morrison Moore Parkway from Calhoun Road to the new Public Safety building, previously Stake 'n Shake.
- Mapping of City utilities by GMRC. This is an ongoing 2-year project.
- Working with Lumpkin County to ensure appropriate upgrades of Pine Tree Way related to elementary school construction.
- Review by staff of responses to RFP for design firm for Park Street Water and Sewer upgrades.

Upcoming (these projects are currently either in concept, design or build phase):

- Installation of additional curb and gutter near intersection of Memorial Drive, West Main and Mechanic Street by GDOT crews as part of a GDOT Quick Response project.
- Choice Street sidewalk at Head House
- Arcadia Street water and sewer main project.
- North Grove St. sidewalk upgrades.
- Memorial Park Cemetery storm drain installation.
- Mechanic Street to Morrison Moore sidewalk.
- Oliver Drive storm drain installation.
- Choice St. parking lot overlay.
- Downtown tree installation (East Main).
- Mechanicsville Road storm drain installation.
- Staff has worked closely with GDOT and hopes to see the following projects soon:
 - Resurfacing of a portion of Highway 60 along Crown Mountain near Golden Avenue. Overlay course asphalt will be used in an effort to reduce accident frequency in this area.
 - Construction of additional hardscape and greenspace near the East Main/Mechanic/Memorial intersection.



City Council Agenda Memo

DATE: 3/1/2022
TITLE: Amended - Resolution 2022-07 Hazard Mitigation Plan Update
PRESENTED BY: David Wimpy, Director/Fire Chief

AGENDA ITEM DESCRIPTION:

This is a plan required by the federal government that enables Lumpkin County and the City of Dahlonega to seek mitigation grant funding after a disaster, when funding is available.

HISTORY/PAST ACTION:

In 2000, the United States Congress adopted the Disaster Mitigation Act of 2000, allowing Federal funding to be allocated to Hazard Mitigation plans and projects before a disaster happens. Congress now requires state and local governments, through the Federal Emergency Management Agency (FEMA), to develop compliant plans to be eligible for Federal Hazard Mitigation project funding. Georgia's unique geographic location exposes the state and its citizens to severe weather at any time of the year. It is one of the few places that weather conditions may include snow, ice, lightning, and a tornado from the same storm event. The State of Georgia has averaged a federal disaster declaration about once a year for the last several years. How can we protect and prepare ourselves for the next natural disaster to strike Georgia? The answer is mitigation planning and Federal funding.

FINANCIAL IMPACT:

There is no adverse financial impact. Having an adopted plan can assist staff in obtaining grants for items listed in the plan.

RECOMMENDATION:

1. Adopt and sign the new Hazard Mitigation plan update by resolution, for Lumpkin County, so we can continue to give the Citizens the best possible preparedness and protection.

SUGGESTED MOTIONS:

I make a motion to adopt the Hazard Mitigation plan update by resolution.

ATTACHMENTS:

Resolution 2022-07 Hazard Mitigation Plan Approval
Exhibit A Hazard Mitigation Plan

RESOLUTION 2022-07

RESOLUTION ADOPTING THE LUMPKIN COUNTY HAZARD MITIGATION PLAN INCLUDING THE CITY OF DAHLONEGA

WHEREAS, the City of Dahlonega has experienced natural hazards that result in public safety hazards and damage to private and public property; and

WHEREAS, the hazard mitigation planning process set forth by the State of Georgia and the Federal Emergency Management Agency offers the opportunity to consider natural hazards and risks, and to identify mitigation actions to reduce future risk; and

WHEREAS, a Lumpkin County Hazard Mitigation Plan Including the City of Dahlonega has been developed by the Mitigation Planning Committee; and

WHEREAS, the purpose of this Plan is to reduce the loss of life and property due to natural disaster; and

WHEREAS, the implementation of the Lumpkin County Hazard Mitigation Plan Including the City of Dahlonega will protect the health, safety, and welfare of the residents of the City of Dahlonega, as well as, reduce potential damage and shorten the disaster recovery period; and

WHEREAS, the Lumpkin County Hazard Mitigation Plan Including the City of Dahlonega includes a prioritized list of mitigation actions including activities that, over time, will help minimize and reduce safety threats and damage to private and public property, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dahlonega, Georgia that:

1. The Lumpkin County Hazard Mitigation Plan Including the City of Dahlonega is hereby adopted as an official plan of the City of Dahlonega; minor revisions recommended by the Federal Emergency Management Agency and/or the Georgia Office of Emergency Management may be incorporated without further action.
2. The City of Dahlonega departments identified in the Plan are hereby directed to pursue implementation of the recommended high priority activities that are assigned to their departments.
3. Any action proposed by the Plan shall be subject to and contingent upon budget approval, if required, which shall be at the discretion of the City Council, and this resolution shall not be interpreted so as to mandate any such appropriations.

ADOPTED this 21st day of March, 2022.

[EXECUTION ON FOLLOWING PAGE]

CITY OF DAHLONEGA, GEORGIA

By: _____
JoAnne Taylor, Mayor

Attest:

Mary Csukas, City Clerk



City Council Agenda Memo

DATE: March 21, 2022
TITLE: Amended - 2022 Comprehensive Plan
PRESENTED BY: Jameson Kinley, Planning Administrator

AGENDA ITEM DESCRIPTION: Presentation of the 2022 Comprehensive Plan

HISTORY/PAST ACTION: Every five years the Department of Community Affairs requires an update of the Comprehensive plan.

FINANCIAL IMPACT: No direct cost to the city. The Plan was drafted and coordinated by Adam Hazell with GMRC.

RECOMMENDATION: It is recommended that the Council approve the 2022 Comprehensive Plan.

SUGGESTED MOTIONS: I make a motion to adopt the 2022 Comprehensive Plan

ATTACHMENTS:

2022 Comprehensive Plan

City of Dahlonega, Georgia



February 2022

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INTRODUCTION

1

Purpose & Scope

The purpose of the *City of Dahlonega Comprehensive Plan* is to lay out a road map for the community's future, developed through a very public process involving local leaders and stakeholders. The *Comprehensive Plan* includes identification of key needs and opportunities to address during the planning period, and an implementation program for achieving the vision and addressing the issues. The *Comprehensive Plan* is intended to generate local pride and enthusiasm about the future of the community, thereby making citizens wish to ensure that the plan is implemented.

This document addresses the local planning requirements and community development of Dahlonega, Georgia. Some consideration has been given to Lumpkin County, but all the cited issues, objectives and opportunities discussed herein are solely focused on the city.

Required Components

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

"The purpose of Minimum Standards is to provide a framework for the development, management and implementation of local comprehensive plans at the local, regional and state government level. They reflect an important state interest: healthy and economically vibrant cities and counties are vital to the state's economic prosperity."

(1) Community Goals: *The purpose of the Community Goals element is to lay out a road map for the community's future, developed through a very public process of involving community leaders and stakeholders in making key decisions about the future of the community. The Community Goals are the most important part of the plan, for they identify the community's direction for the future, and are intended to generate local pride and enthusiasm about the future of the community, thereby leading citizens and leadership to act to ensure that the plan is implemented.*

(2) Needs and Opportunities: *This is the locally agreed upon list of Needs and Opportunities the community intends to address. Each of the needs or opportunities that the community identifies as high priority must be followed-up with corresponding implementation measures in the Community Work Program. The list must be developed by involving community stakeholders in carrying out a SWOT (strengths, weaknesses, opportunities, threats) or similar analysis of the community.*

(3) Community Work Program: *This element of the comprehensive plan lays out the specific activities the community plans to undertake during the next five years to address the priority Needs and Opportunities, identified Target Areas (if applicable), or to achieve portions of the Community Goals. This includes any activities, initiatives, programs, ordinances, administrative systems (such as site plan review, design review, etc.) to be put in place to implement the plan.*

In addition to the required core elements local comprehensive plans in Georgia must also include the following:

***An assessment of Community Broadband Technology Capacity.** The purpose of the broadband assessment is to facilitate the “promotion of the deployment of broadband internet services” throughout each community in recognition of how vital this technology is for economic development. In an effort to provide advance compliance with this standard the County and municipalities will provide a brief analysis of their needs and objectives regarding broadband technology.*

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

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

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

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

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

The comprehensive plan was prepared in accordance with minimum procedural requirements for local plans, which include a public hearing prior to substantive work on the plan, and a public hearing prior to transmittal of the comprehensive plan for review by Georgia Mountains Regional Commission (GMRC) and Georgia Department of Community Affairs (DCA).

~

Material for the Purpose, Required Components and Required Procedures has been taken from the appropriate sections of Georgia Department of Community Affairs’ “Standards and Procedures for Local Comprehensive Planning.”

Public Participation

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

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

There were six public hearing opportunities held during the planning process, three of which were done in conjunction with Lumpkin County at the County’s Recreation Center. The other three meetings were held at City Hall, featuring correlating input from the Plan Advisory Committee and Planning Commission. Held with safety standards installed at the time, these forums were used to provide citizens and other stakeholders with the chance to offer their preferences regarding select development issues, priorities on capital projects, and to validate that online survey data was representative of the issues facing the community. The final public forum reviewed the key goals identified in this planning cycle and the mitigation measures proposed for each, confirming that the City was taking practical steps in accordance with the ambitions of residents and area business leaders.



Plan Advisory Committee

- James Spivey
- Michael Feagin
- James Carroll
- Win Crannell
- James T. Guy
- Doby McCluskey
- Ross Shirley

In addition to the public forums, an online survey was made available to the public throughout the fall of 2021, ultimately collecting 163 unique responses. The survey had a variety of multiple choice, priority ranking, and open response questions that allowed participants to give feedback regarding how to accommodate growth, setting priorities for economic development, and how to identify the elements critical to defining Dahlonega’s character that need to be protected moving forward.



Note: A summary of public comments appears later in the document.

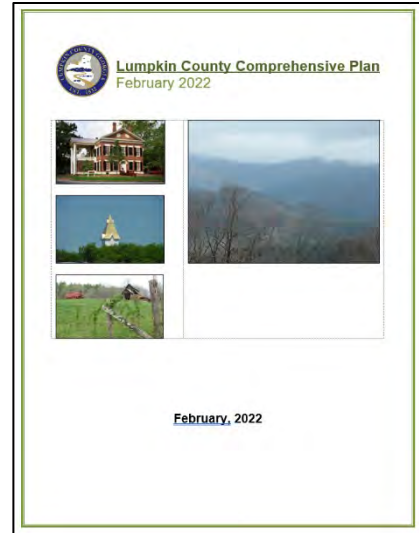
Correlating Planning Efforts

The City’s planning process took into account, and used information from, planning efforts on behalf of the County and the University. Results and comments from their efforts were considered during the development of the Dahlonega plan, while information from the City’s planning process was also shared with the other entities.

Lumpkin County

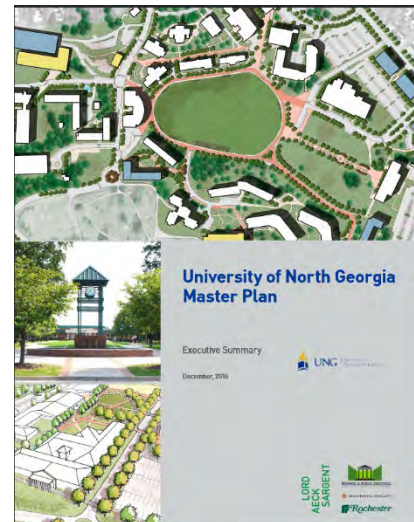
The County's own comprehensive plan update process was running parallel to the City's. The County also worked with the GMRC in producing this update and featured a similar arrangement of public hearings, surveys and an Advisory Committee. The County's document addressed the unincorporated areas but included many references to the City of Dahlonega, particularly in how downtown and the University shaped the character of the county as a whole.

The County document provides long-range planning for those utilities, services and facilities that serve all County residents, including residents and shop owners in Dahlonega. Such services included fire protection, Sheriff's office and public works.



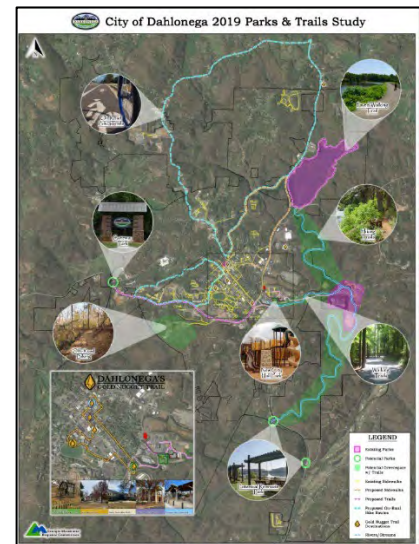
University of North Georgia Master Plan

With roughly 9,000 students at their main campus in downtown Dahlonega, the University of North Georgia (UNG) is an integral part of the city's character and economy. The University completed a full campus master plan in 2016, outlining their ambitions for capital improvements and new buildings to accommodate a growing enrollment. Several of those projects have been completed or are underway, including the Convocation Center to the south and new academic buildings along S. Chestatee Street. Additional planning efforts at UNG were underway during the Dahlonega planning process, with some of that information taking into consideration. The City also accounted for the probability of future development projects in support of UNG, particularly off-site residences, being pursued by private interests independent of the University.



2019 Parks and Trails Study

The 2019 process built upon three previous planning exercises, including a comprehensive plan and a 2007 Trails and Greenway Study, to assess ways a passive-use park and trail system could enhance the community's character as a historic and commercial-based tourist destination. Using an online survey and public forums the planning process identified ways to improve their five existing facilities, establish or strengthen pedestrian connections between City and County facilities, utilize art and informational markers to enhance the City's historic charm through a "Gold Rush Heritage" trail, create new destination parks and neighborhood parks primarily for local residents, and foster a new trail system that would expand access along popular Yahoola Creek. All these amenities could be accessible by biking and walking from the existing historic town square.



COMMUNITY VISION

2

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

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

Community Profile



In 1828, after gold was “discovered” in the northeast Georgia Mountains, men and materials poured into the area as word of gold spread. This boom displaced many native Cherokee (to begin a journey that became the Trail of Tears) as Lumpkin County was officially established in 1832 and the City of Dahlonega a year later, serving as the County seat.

In 1836, Lumpkin County’s Old Courthouse was built in the center of Dahlonega and is today the oldest public building in North Georgia. In 1838, the U.S. government opened one of the first Federal Branch Mints in Dahlonega. More than \$6 million in gold coins were minted at the site that was later to become the University of North Georgia’s Price Memorial Hall. The university was one of the first Federal Land Grant colleges and is to this day one of the premier military institutions in the nation.

Dahlonega sits in the foothills of the Blue Ridge Mountains, near the Chattahoochee National Forest. The scenic beauty and history of the region has fostered a strong tourism industry in the community. Festivals and fairs such as Gold Rush Days, The Arts and Wine Festival, and The Bear on the Square Festival bring thousands of people to our town yearly to enjoy the good hospitality and beautiful surroundings.

Dahlonega’s proximity to metro Atlanta, and its position along the way for travelers heading to or from the mountains, has boosted the community’s appeal as a charming destination.

This rugged terrain is regarded as scenic but has limited the potential for major manufacturing and select commercial agriculture operations. As a result, Dahlonega and Lumpkin County are fairly insular communities, reliant on tourism and the university for the modern economy, while evolving as a rural community known for small-town charm and casual, country lifestyles.



The presence of these amenities and the appeal of Dahlonega’s vibrant community has served to attract a new wave of residents and increased tourism. The growing abundance of other job opportunities in the region, combined with the relative affordability of the city, means there is a strong prospect for growth on the horizon. While the relocation of the medical center means more travel for those services, the new facility will enable expansion and thus give Dahlonega even greater appeal to prospective residents.



COMMUNITY	2010	2015	2020	Δ 2010 - 2020	
				#	%
Lumpkin County	<u>30,282</u>	<u>31,285</u>	<u>34,186</u>	<u>3,904</u>	<u>12.9%</u>
Dahlonega	5,546	6,298	7,329	1,783	32.1%
Unincorporated	24,736	24,987	26,857	2,121	8.6%
Georgia	9,711,881	10,178,447	10,710,017	998,136	10.3%
Dawson Co.	22,328	23,369	27,113	4,785	21.4%
Union Co.	21,370	22,007	25,358	3,988	18.7%
Hall Co.	180,033	192,245	206,591	26,558	14.8%
White Co.	27,203	28,387	31,094	3,891	14.3%
Lumpkin Co.	30,282	31,285	34,186	3,904	12.9%
Gilmer Co.	28,339	29,514	31,978	3,639	12.8%
Fannin Co.	23,685	24,442	26,521	2,836	12.0%

Vision Statement

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

The current vision statements originated from the previous planning cycles, where they were derived from the various comments and suggestions raised during public meetings and through the available survey process. They encapsulate the basic principles and values desired by existing residents and stakeholders, particularly in illustrating the manner in which each community wishes to retain their existing character while simultaneously embracing some change, which seems inevitable based on regional growth patterns.



Dahlonega will be...

- **The cultural heart of the region, defined by historic architecture, social and economic vitality, and good stewardship of natural and cultural resources;**
- **A thriving community balancing economic development, historic preservation, academic excellence, and military renown;**
- **A destination for social and commercial tourism that celebrates Georgia's Appalachian heritage;**
- **A hometown that embodies the principles defined as a City of Excellence, providing quality services, ethical leadership and fiscal stability.**



Stakeholder Input

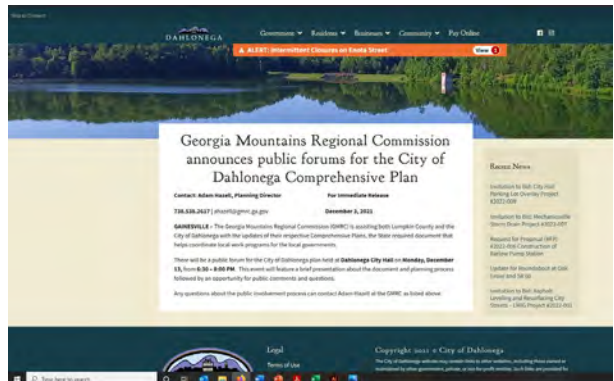
The effectiveness of any planning process requires identifying the needs that must be addressed to achieve a community's goals, clarifying the targets for the local government. While having the raw data about a community's demographics helps understand current conditions, engaging with area residents, business leaders, and other key stakeholders ensures that the plan will be built upon the interests and ambitions of the public, which helps ensure local leaders will be making future decisions in line with the residents' vision for the community.

The prevailing sentiment from participants in both the online surveys and at public events was a desire to preserve the small-town charm of the area, both in the style and appearance of the community and in the scale of activity. Many people fear what any growth will do to Dahlonega, feeling the city is already losing some charm and viability for residents to growing University and encroachment from a suburbia reaching up the GA 400 corridor. At the same time, they also know some growth is inevitable, and understand that the City should be proactive in seeking to manage how that growth occurs within and around the area. The future is seen as a contest between the essence of the community and cost-effective governance in the face of change.

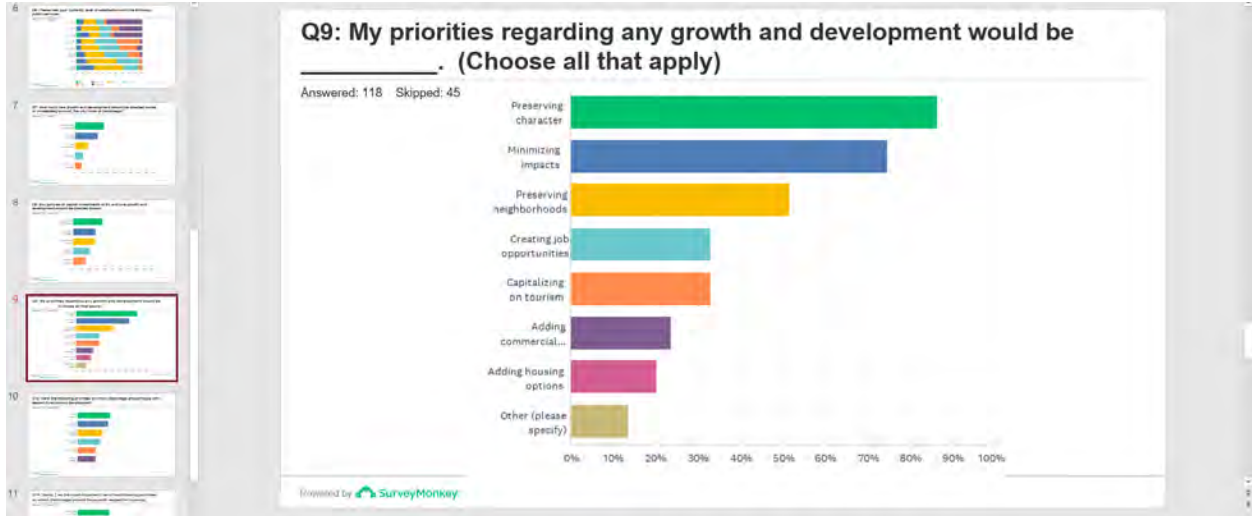
In evaluating options for managing growth, and in affirming elements of the community that should be preserved, public comments relied heavily on terms such as quaint, safe, small, and rural. For existing residents, they understand the value of tourism, but they want to ensure the direction of the city doesn't neglect the needs of local citizens in the effort to retain tourist appeal. Specifically, they don't want the historic square and adjoining blocks to sacrifice their existing scale and character in an attempt to evolve as a tourist destination. Rather, they wish to first reinforce that historic character, and then adapt in other ways to sustain the tourist economy. They also want to ensure that the daily concerns of residents are not lost amid efforts to support tourism. This includes both retaining the quality levels of service available now without increasing the cost of living for projects that benefit tourists more so than residents.

Sampling of Public Comments

- *"Avoid becoming a clone of Helen or Gatlinburg."*
- *"My main concern is to preserve the rural character of this area"*
- *"The city is designed more for couples or rich Atlantans. I wish there was a more family friendly feel to the city so we wouldn't have to go to other counties for activities."*
- *"It is my greatest hope that officials intend to preserve the Dahlonega we know and love and to prevent such devastation to our community. Growth does not always equal progress."*



Sampling of Public Input



Public Event Question: Do you think the local governments should seek to expand the tax base to support/improve local facilities and services?

	Lumpkin County			City of Dahlonega		
	Yes	No	Maybe	Yes	No	Maybe
In General	30	9	4	22	7	4
For Specific Facilities/ Services						
Fire Protection	36	4	1	22	3	3
Law Enforcement	39	5	1	20	9	1
Roads	36	5	5	23	3	2
Parks/ Recreation	35	7	4	20	5	5

<i>Considering the next 5-10 years, would you favor policies that seek to concentrate commercial growth and development in the southeastern part of the County in exchange for limiting commercial growth north and west of Dahlonega?</i>	Yes:	46
	No:	6

Overview of Public Comments - Major Concerns and Objectives

- Overwhelming support for preserving the character of the area
- Some growth desired, but not at expense of local character, and with minimal impacts
- City should focus on maintaining livability for full-time residents
- Need a long-term strategy for managing life with UNG
- Housing, broadband, and general infrastructure are priorities
- Efforts to address housing will require education, thoughtful analyses, and (likely) compromise
- City will need to prepare for growth beyond current boundaries

SWOT Analysis

One facet of the public input process asks communities to assess the information outlined to identify their respective Strengths, Weaknesses, Opportunities, and Threats (SWOT). Such analyses help communities more effectively define their objectives and actions to as to better achieve the desired vision.



This part of the planning process also reviewed various forms of data and information about each community. Information such as Census data and Department of Labor data was reviewed for insight into local conditions, plus each local government was asked to provide summaries of their immediate operational and capital improvement needs to give an indication of their priorities ahead of discussions about public objectives. When evaluating this data and information the planning process focused on whether it verified needs or opportunities identified previously, whether it uncovered new needs or opportunities not previously identified, and whether it indicates significant local trends that need to be considered in the planning process.

STRENGTHS/ KEY ASSETS	WEAKNESSES/ LIABILITIES
Historic Square/ Tourism Hancock Park Lake Zwerner UNG Hospital Water & Sewer Safe hometown Yahoola Creek Park Chestatee River Popular festivals & events Access to GA 400 & metro Atlanta Access to Mountains/ St. Parks/ National Forest	Competition for space Traffic congestion in downtown Topographic challenges/ Few opportunities for large scale developments Gaps in workforce/ starter housing supply Limited options for groceries Need for road & sidewalk improvements Competition for parking Hospital moving outside of city
OPPORTUNITIES/ UNIQUE POSSIBILITIES	THREATS/ OUTSIDE RISKS
Options for new parks and trails Options for reuse of vacated medical buildings Options for new urbanist infill Access to an expansion of GA 400 Access to potential medical hub with hospital relocation	Managing incompatible development near downtown Managing impacts of growth

Community Goals and Issues - 2022

In evaluating the survey responses and public comments, the primary concerns and issues for residents and local businesses focused on several key objectives. After discussion with stakeholders, this was refined into the following list of Goals for the 2022 Comprehensive Plan. Those goals (presented in no particular order) are defined here.

Preserve Dahlonega's small-town character... while planning for the next generation of downtown

The primary reason people cherish Dahlonega is rooted in its small-town look and scale. It is defined by the architecture, the walkability of the square, and the abundance of locally owned businesses that give Dahlonega its identity and foster the sense of community among residents. At the same time, there is opportunity to expand the commercial and social core of downtown, and the City should seek to identify the means to absorb some change in ways that enhance its role as a destination.

The City MUST do all it can to preserve the integrity of the historic square, and work to ensure all development in and around the square is compatible with this established character. This is both to minimize the potential adverse impacts of growth (such as traffic or pollution) but also to retain, for as long as possible, the identity that residents and tourists love.

Pursue & celebrate government efficiency and effectiveness

Expectations and demands regarding how governments communicate with their residents and business leaders has evolved. New technologies and a heightened awareness of Dahlonega's potential means citizens may have different performance measures than past generations. Today's citizens want efficiency, but they also expect a quality return on their investments.

Dahlonega currently has some long-term budgeting and is engaged in social media, but measures remain that could improve how information is shared and used. The City could also benefit from assurances their communication methods are in step with projected trends for future generations.

Support economic development befitting Dahlonega's size and character

There is a demand for more and better job opportunities, and support for "appropriate" retail. The desire among residents is that efforts supporting business expansion do so with an emphasis on sustaining the community's rural character, minimizing the potential nuisances of the need for major impacts on the landscape. They favor businesses that are locally owned, and especially within downtown Dahlonega they wish to prevent signage, architecture, and parking conditions that detract from the existing form.

Given the right support and resources, the Development Authority can more actively seek out businesses suitable for the small urban setting, and provide residents with the additional retail options desired. A formalized strategy and additional staff assistance will also allow the Authority to better assist existing companies in the area.

Be proactive in addressing housing types and affordability

Housing affordability is critical today, particularly among workforce/ starter units and senior-friendly units. Competition from UNG can affect supply and pricing, as will restrictions from topography and limited utility access. The City should review their ordinances and consider how new trends (short-term rentals, tiny housing...) may impact local markets, and seek policies that preserve local character. The City should also be prepared for more multi-family developments by planning where and how best to accommodate such projects most efficiently and without damaging local character.

An exercise in formally reviewing how different housing types do or do not work within Dahlonega can assist in guiding how to make the best out of local ordinances and show to the public how various types will preserve the area's low cost of living.

Expand Dahlonega's walkability and passive use parks

Successful urban centers are inherently walkable, inviting people to circulate and see the community at a pedestrian pace and scale. Civic spaces, such as parks and plazas, magnify this role and provide a greater sense of destination.

Dahlonega's existing form capitalizes on this notion, but there are opportunities to strengthen these elements. Ideas for more trails and parks have been nominated and, done appropriately, would enhance the charm and appeal of the City to residents and visitors alike. A bigger trail network and more accessible passive-use park system offers a cost-efficient opportunity for more recreational and tourist destinations, spaces for art and commemorations of local history, and ways to strengthen community connections.



Create a plan for the bypass and gateway corridors

There will always be a need for a broader, auto-oriented corridor capable of harboring larger scale commercial and institutional uses. Such arterial corridors are critical for both through and local traffic, and enable bigger businesses to serve the community. As Dahlonega and Lumpkin County grow, the challenge is to accommodate this need while also minimizing adverse impacts and retaining the cherished rural character.

The City should work with area stakeholders in mapping out a long-term management strategy for the US 19 and GA 9 roadways, taking into consideration best options for absorbing new development. This should include an assessment of possibly needed road improvements, traffic impacts on adjoining neighborhoods, and ways to accommodate pedestrian connections at select points.

Preserve and celebrate existing neighborhoods

Dahlonega has a mix of stable residential areas throughout the city, including older neighborhoods that are considered endemic to Dahlonega’s small-town character. Preserving these neighborhoods and subdivisions is not only critical to sustaining the city’s cost of living but will contribute to the variety of housing options needed in the future.

The City should be proactive in monitoring these areas for signs of distress or blight, working to help preserve the viability of residential areas by ensuring the safety and accessibility of each. Where possible this should include pedestrian connections to key public destinations. The City should also ensure land use regulations foster compatible infill without incurring undue costs on the landowners.

Create a guidebook for any future annexation

Projections for Lumpkin County suggest increasing interest in more and new development in and around Dahlonega. As the city becomes appealing and accessible to more and more people, there will be greater interest on behalf of Dahlonega to shape how that development occurs.

The City has long-term plans for select utilities, but should pursue the development of a coordinated strategy to guide how future annexations are considered, both for cost-effectiveness and for compatibility. Creating a coordinated approach will ensure that when the City does assess potential annexations it will be done with the right information in hand to yield the best result for the community.

Foster ever-improving relations with the University of North Georgia

UNG is both an asset and a challenge for Dahlonega; As both the University and the city evolve, the interests of each can sometimes create points of conflict, yet they’re also reliant on one another as key parts of their economic and social well-being.

The key for the City is to find a way to ensure the vital elements of downtown and existing neighborhoods remain intact regardless of University growth. Doing this involves both identifying measures to preserve the physical character and economic viability of key blocks while also fostering improved communication with the University to aid with directing needed campus development.

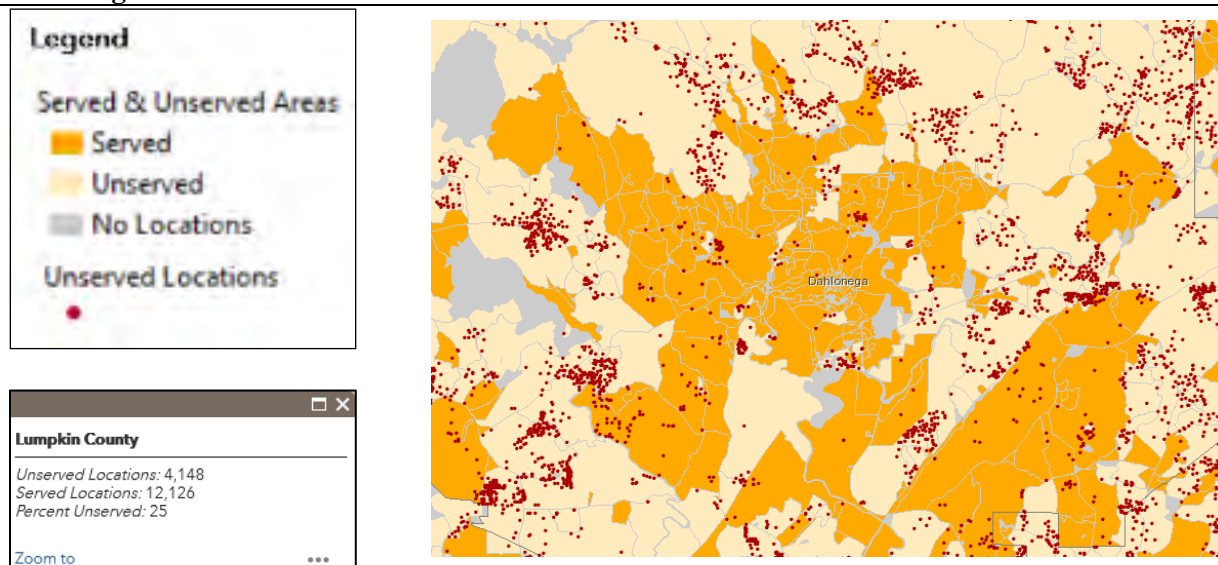


Broadband Assessment

The growing importance of access to reliable and high-speed, high-capacity internet connections cannot be overestimated. Unserved and underserved areas of Georgia will not remain economically competitive without sufficient internet infrastructure, as this technology becomes the default utility for all manners of communication. To address this issue the Georgia General Assembly amended the provisions of local planning in Georgia by passing the "Achieving Connectivity Everywhere (ACE) Act" to facilitate the enhancement and extension of internet access in communities. The ACE Act requires all local governments to incorporate the "promotion of the deployment of broadband internet services" into their local plan. Once these are in place the Georgia Department of Community Affairs and the Department of Economic Development will identify and promote facilities and developments that offer broadband services at a rate of not less than 1 gigabit per second in the downstream to end users that can be accessed for business, education, health care, government.

One of the first products to come out of the Georgia Broadband Initiative was an inventory of general conditions across the State regarding access to high speed/ high-capacity broadband technology. Utilizing demographic data from the US Census Bureau and cross-referencing that information with knowledge of broadband infrastructure, the Department of Community Affairs produced a series of maps depicting the state of broadband accessibility in rural areas.

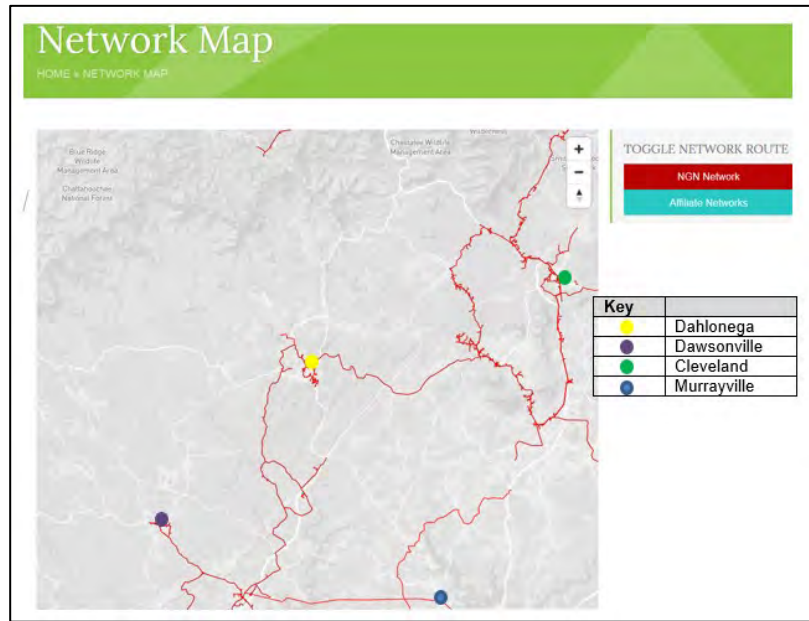
Dahlonega Broadband Access - 2021



The map portrays broadband statistics for the State of Georgia. Statistics are available by census block, county and legislative boundary. Statistics are based on a fixed, terrestrial broadband definition of 25 Mbps down and 3 Mbps up, and where the broadband service is available to more than 80% of locations in a census block. Census blocks that did not meet this definition are delineated as 'Unserved'. The map depicts access to broadband, not subscription status.

In 2019, Lumpkin County asked stakeholders to rate the general satisfaction of existing internet service providers. The majority provider within the area (based on geographic area) is Windstream, for which service ratings were below average. Both Windstream and Comcast provide major commercial service in the GA 400 corridor, along arterial roads leading westward from GA 400, to Dahlonega, and along various roads throughout the unincorporated County. There are, however, several gaps in “last-mile” connectivity along more remote rural roads, particularly regarding higher speed and higher capacity lines.

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




NGN map of service lines in the Lumpkin County area.

As an additional reference, Lumpkin County and Dahlonega were included in the 2014 Georgia Mountains Digital Economy Plan (DEP), one of several such plans developed for each region across Georgia in accordance with standards defined by the Georgia Technology Authority (GTA). The DEP was designed to identify and coordinate the resources and efforts related to improving the region’s infrastructure in support of hi-tech industries and economies. As each regional plan is completed, the State and its partners can begin directing their energy and resources with clearer focus and understanding of needs from every part of Georgia. While specific investment actions have not been identified as part of this initial process, the DEP provides a work scope that addresses key focus areas and recommendations that will help the GMRC, its member governments and regional stakeholders move forward with an understanding of the regional and state context for building network connectivity, improving educational resources and fostering technology hubs. With continued coordination and monitoring of progress, it is hoped these efforts will make the region a more effective and efficient place enabling all manners of business to realize their potential in accessing and utilizing electronic data.

Based on comments and indications from both the County’s 2019 assessment and during this planning process, the biggest hurdle for broadband access within Dahlonega is addressing available speeds and sustaining service without interruptions. Respondents to the input process indicated that services outside of Dahlonega’s core were typically slower and weaker. The same comments were applied to all service providers in the area, with special concern levied over the prospect for the local networks to handle increasing loads of streaming media. Everyone considered it of vital importance for economic development in the community that providers strive to upgrade capacity and speed so as to minimize issues related to slower, interrupted service.

Broadband Service		
	@ Residence	@ Workplace
Locations of Respondents	West of Dahlonega (35%) In Dahlonega (29%)	In Dahlonega (71%) South of Dahlonega (12%)
Avg. Satisfaction Rating (1 = Poor, 5 = Great)	2.7	3.1
Top Issues (1 = Low, 6 = High)	5.15 Speed 4.15 Service Interruptions 4.00 Capacity	5.08 Speed 4.42 Service Interruptions 4.25 Capacity

Priorities for Future Network Enhancements	
<ul style="list-style-type: none"> • <i>Improve performance outside Dahlonega’s urban core</i> • <i>Extension of higher-capacity trunk lines from NGN</i> • <i>Long-term plan for “last-mile” connections</i> 	

Environmental Assessment

A region’s natural resources are the native conditions and elements that contribute to the local character and livelihood, such as the rivers and lakes supplying public water, mineral deposits that support local industry, or a scenic park serving locals and tourists. These resources can, when properly managed, greatly serve a community’s health, culture, and economy. However, because these sites and conditions are highly susceptible to disturbance from human activity, they are also regarded environmentally sensitive and need to be preserved for public benefit.

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

Georgia employs two tiers of water quality standards for environmental planning purposes: A general criteria applicable to all waters and more detailed, specific criteria for each of six designated uses. The general criteria (shown below) are qualitative and reflect the goals from Georgia’s streams, rivers, ponds and lakes. These are established to ensure consistency across resource initiatives and to keep a comprehensive perspective in everything EPD does for maintain water quality. Once designations are made, the State of Georgia assesses its water bodies for compliance with water quality standards criteria established for their designated uses as required by the Federal Clean Water Act (CWA). Assessed water bodies are placed into one of three categories depending on water quality assessment results: *Supporting* designated use, *Not Supporting* designated use, or *Assessment Pending*. These water bodies are found on

Georgia’s 305(b) list as required by that section of the CWA that addresses the assessment process and are published in Water Quality in Georgia (GA EPD, 2019).

Dahlonega currently features 5 stream segments that are listed as Not Supporting their designated use, and another one with an assessment pending. These waters are the ones in need of ongoing monitoring and possible future mitigation to ensure the water quality does not become so impaired as to harm wildlife or people. Most of the pollution issues in Dahlonega concern Fecal Coliform bacteria (typically in the form of animal waste) or Biota – Fish impairment (commonly associated with chemicals like phosphates), with both attributed to non-point source contamination, meaning the polluting agents aren’t coming from a pipe or obvious source but are instead washing into the streams from broad areas. Currently, the City and Georgia EPD have plans in place to address these issues, with most streams having already been reviewed as part of a watershed management plan or comparable assessment. So long as the City continues to enforce proper standards and that all stakeholders encourage best practices regarding livestock management and chemical applications it is hoped the conditions will improve.

State Listed Water Bodies in Lumpkin County

NAME	LOCATION	SIZE (miles)	STATUS	CAUSE	SOURCE
Yahoola Creek	Bryant Creek to U.S. Hwy 19/SR60 Business	6.0	AP		
Cane Creek	Tributary 1 mile upstream Camp Wahsega Road to Cane Creek Falls	3.0	NS	Bio F	NP
Chestatee River	Yahoola Creek to Lake Lanier	9.0	NS	FC	NP
Chestatee River	Tesnatee Creek to Yahoola Creek	10.0	NS	FC	NP
Yahoola Creek	U.S. 19/Business SR 60 to Chestatee River	9.0	NS	FC	NP
Yahoola Creek	Walden Creek to Bryant Creek	4.0	NS	Bio F	NP

Source: Georgia EPD, 2020

* = Affected stream lies in two counties

AP = Assessment Pending

NS = Not Supporting

Bio F = Biota – Fish Impairment

FC = Fecal Coliform

NP = Nonpoint source pollution



Lake Zwerner, the reservoir supplying Dahlonega’s public water system. The reservoir is fed by Yahoola Creek.

Environmental Planning Criteria

Characteristic	Dahlonega
<i>Floodplains</i>	Y
<i>Forest Lands</i>	-
<i>Ground Water Recharge Areas</i>	-
<i>Plant & Animal Habitat</i>	-
<i>Prime Agricultural Lands</i>	-
<i>Protected Mountains</i>	-
<i>Steep Slopes</i>	-
<i>Water Supply Watersheds</i>	Y
<i>Wetlands</i>	Y
<i>Protected Rivers</i>	Y



Yahooola Creek

Within Dahlonega are several resources covered by the *Environmental Planning Criteria*. The Criteria was established through the Georgia Planning Act as a method of identifying minimum standards that should be implemented to protect Georgia's most sensitive natural resources including wetlands, water supply watersheds, protected rivers, groundwater recharge areas, and mountain protection areas. Local governments are encouraged to adopt regulations for the protection of relevant natural resources to maintain their eligibility for certain state grants, loans, and permits. DNR has developed model ordinances to be used as guides for local governments as they develop the necessary regulations to meet EPD standards. The City has regulations in place to address these environmental conditions, however from time to time it may review these standards and policies to see if they need revisions or updates.

The City of Dahlonega understands their need to be compliant with all applicable State laws and regulations regarding environmental planning and protection. This is to certify that as part of this planning process appropriate staff and decision-makers have reviewed the *Coosa-North Georgia Water Plan*, the *Georgie Mountains Regional Plan*, and the *Georgia State Rules for Environmental Planning Criteria* (O.C.G.A. 12-2-8) and taken them into consideration in formulating this local plan. No conflicts were identified between this document and the other documents

Community Facilities & Services

Public facilities and services are those elements vital to a population's health, safety, and welfare that are most effectively provided by the public sector, such as sewerage, law enforcement and school services. This element examines the community's ability to adequately serve the present and projected demands for such services, identifying concerns with the spatial distribution and conditions affecting service delivery. These assessments can then assist in projecting future demands and in planning future capital improvement projects.

The City of Dahlonega maintains a comprehensive long-term budgeting process that takes into account capital investment needs for each department. Items from the 2022 Capital Improvement Program (CIP) were used in developing the Community Work Program for this plan.

Land Use Assessment

Land use management policies and programs represent guidelines for shaping development patterns that provide for efficient growth while also protecting sensitive social and environmental areas. As such communities should take into account their current and immediately projected conditions and assess the

identified needs and issues regarding the built landscape and community services for the area. This section presents an inventory of existing land use patterns and development trends for the community, allowing the local government to produce the most effective policies needed to manage the demands from projected development.

Development Trends

Like much of northern metropolitan Atlanta, Lumpkin County and Dahlonega, along with many neighboring jurisdictions, are receiving more interest in new development each year. Residential projects continue to creep toward the mountains as households seek cheaper land and/or more attractive, rural places to reside while still retaining commuting distance to employment options. As this happens, more and new forms of commercial activity follows, trying to capitalize on the growing customer base.

For now, most of the growth is south or west of the city. The node of GA 400 and SR 60 contains the most prominent commercial center outside of Dahlonega, served by the divided four lane arterial road and the available utilities. West of this, in the part of Lumpkin County between Dahlonega and Dawsonville, is the area that's seen the most request for development permits in the past 5 years. Even without significant investment by the County it appears at least some growth will come to this area as Dawson County to the south welcomes the encroaching suburbia.

Over the last ten years, Dahlonega has experienced a trending decline in owner-occupied housing units. A need has presented itself to ensure that neighborhoods become more stable, mixed-income communities with a more significant percentage of owner-occupied housing. Dahlonega has a significantly lower owner-occupied housing unit percentage than the County and State. This shows a need to diversify the housing mix with single-family sites built and quality single-family attached units such as townhomes.

To the west of Dahlonega, the Iron Mountain development began construction of an outdoor recreation destination encompassing hundreds of acres. Phase 1 of the project is slated to include rental cabins, RV campsites, a commercial hub with restaurant, offices, and a welcome center, an event venue, and trails for motorcycles and ATVs. There are plans for further expansions depending on the success of the destination.

UNG continues to grow their campus and facilities, with the Dahlonega campus now hosting upwards of 7,000 students. The success of the University provides opportunities for economic growth in the area, but also presents conflicts as UNG and private citizens compete for land and, most notably, affordable housing. The University will invariably increase their footprint outside of the City over time, driving the investment of infrastructure and utilities to expand the urbanized portions of the county.

Northeast Georgia Medical Center is relocating the hospital currently in Dahlonega to a new campus along GA 400, south of the intersection with SR 60. Once completed by 2025, this facility will anchor additional office activity and has already attracted interest from developers for supporting commercial activity.

Within five miles outside the Public Square in any direction, Dahlonega has a wealth of natural beauty, community amenities, and cultural tourism sites that enrich the downtown experience and hold potential for expanding downtown programs to benefit residents and visitors alike. Most of these resources are considered part of the city and included in tourism brochures and maps distributed by the Chamber of Commerce's downtown Welcome Center, as well as marketed online.

To the north and east, the sites are intertwined with the Chestatee River, Yahoola Creek and the city's gold rush heritage. The most significant of these are the Consolidated and Crisson gold mines, located

north of town along US-19. Both were active mining sites; and although Consolidated was the largest mining operation east of the Mississippi River until it went bankrupt in 1908, Crisson is still active and supplied the gold for the gilding of the Georgia state capitol dome in 1958, and the steeple of Price Hall in 1973. Crisson and Consolidated have mining artifacts and panning activities, and Consolidated runs tours through abandoned mine shafts.

Consolidated also constructed a reservoir and aqueduct above its facility, retaining water from Yahoola Creek to use in a water-jet mining process. Today's Yahoola Creek reservoir may overlap the earlier basin, but functions as Dahlonega's water supply and a major recreation area – as does the new Yahoola Creek Park at the end of Mechanicsville Road. The park and county municipal complex give the east side of town a strong civic presence.

To the north and west, key sites are related to the proximity of the mountains. Camp Glisson contains the closest of Lumpkin County's spectacular waterfalls; and although Cane Creek Falls is only about 40' high it handles a large volume of water that makes it look larger than it is. Camp Glisson is a Methodist summer camp in existence since 1925, and has remnants of Native American tribes who were attracted to the falls before Dahlonega was settled. The falls also provided hydroelectric power to the city until 1946.

Cane Creek flows south along the base of Radar Ridge, the location of a potential future major student village for UNG. Plans for Radar Ridge include water access and a potential recreational facility. The creek joins the Chestatee River downstream of Appalachian Outfitters, who offers raft trips on the gentle rapids of the river. The rapids extend upstream to the Achasta Golf Club where an island built as part of another mining and hydroelectric project now contains the course's 4th and 5th holes.

The results of Dahlonega's history and prevailing forms has driven the City to pursue land use planning through two major lenses – An intense focus on the downtown core and its immediate surroundings, and another layer of attention to the surrounding areas that serve as transitional spaces between downtown and the rest of the community.

The Downtown Core

The more established character and economic nature of downtown as a unique tourist attraction and social center inspired the City to pursue a specific design scheme for the area, realized as the *Downtown Master Plan of 2008 (hereafter called the Master Plan)*. In this study, the similarity of many attractions suggests six "thematic areas" providing design cues for both the downtown core and major sections of the study area. The Master Plan addressed the critical factors and demands facing downtown and established a long-term development scheme for the City. The six thematic areas described in that un-adopted plan have been updated and modified here and integrated with others to form recommended character areas.

Downtown's open space framework centers on two strategies – creating or improving pocket parks around the Public Square to complement its small scale; and adding major new parks and open spaces on the fringes to provide larger recreation opportunities. Main Street and South Chestatee are the two primary open space corridors of downtown. Existing parks like Hancock and the College entry lawn are enhanced, while new pocket parks around Memorial Drive are added to create a succession of diverse landscapes connected by pedestrian and street improvements. A conservation area adds forested park space on the west. A proposed greenway/ multiuse trail system links the open spaces together into a comprehensive network as well through trails paralleling Wimpy Mill Road, Hawkins Street, and Morrison Moore Parkway; and tracing the creek bed in the linear park in University Heights.

The city has done an exceptional job in improving the pedestrian environment of the Public Square, and many other streets in the study area could benefit from the same attention. Capital improvement funds are

limited however, and so the streetscape framework shown below identifies only those streets that are highest priority in terms of essential connections or catalyzing development. Hierarchically the most important streetscape is Main (East and West), with the five blocks between Church and Grove extremely critical because of its role in physically defining the core expansion area. South Chestatee is a high-priority streetscape as well for its crucial role in providing an extended entry to the Public Square. Second-tier streetscapes on Park, Grove, Riley and Memorial define their districts and facilitate crucial connections to public facilities and new development. Gateways mark important transition points to both downtown and the expanded Public Square.

Outer Dahlonega

Outside of the downtown core lies a collection of uses and activities that are varied and disparate but equally vital to the economy and social fabric of the community. This includes areas in transition from rural to small-scale urban form as well as conventional commercial and industrial activity oriented around automotive corridors. These areas are the result of the city's natural growth and evolution into a part of a larger and more diverse region.

Areas Requiring Special Attention

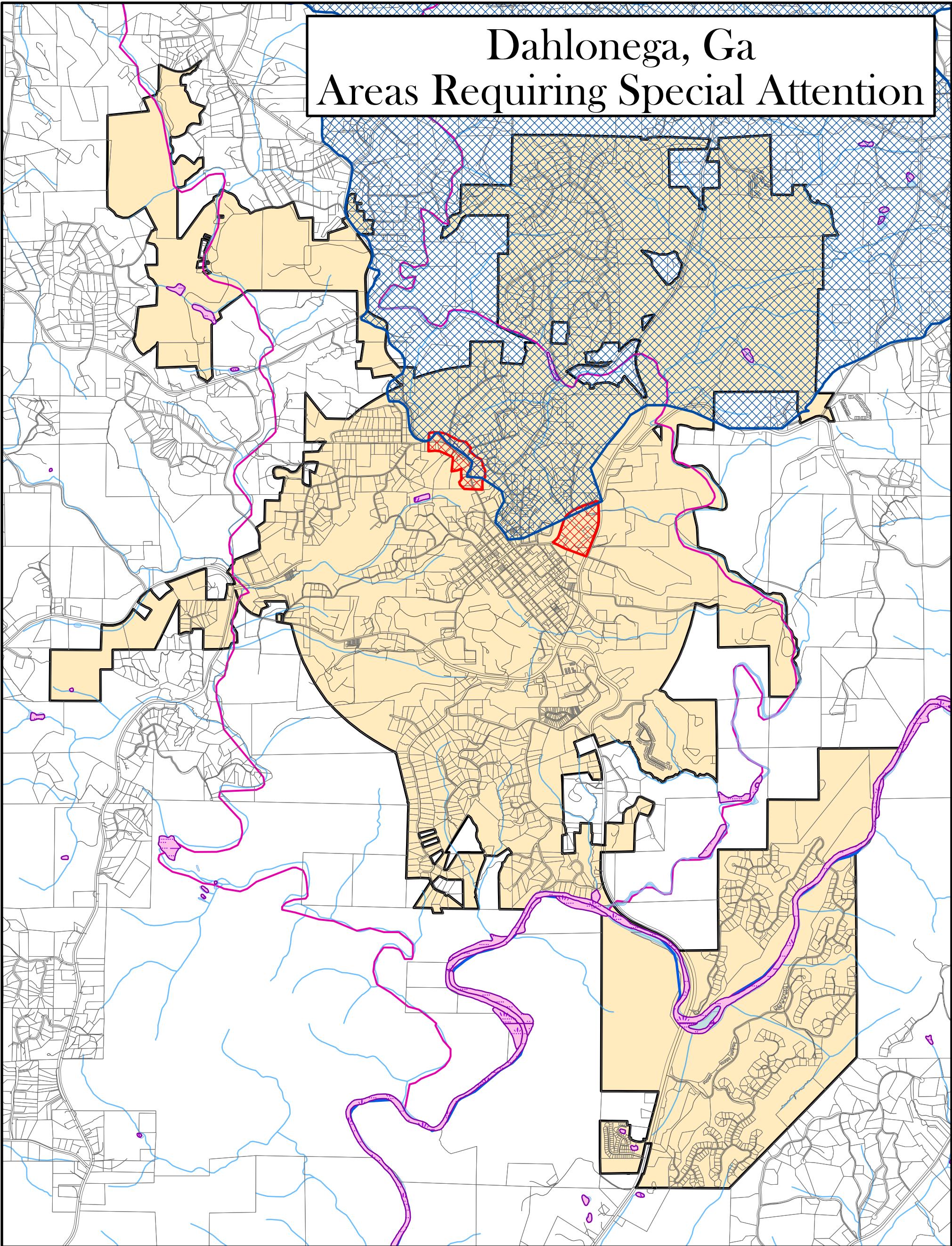
Analysis of the prevailing trends will assist in the identification of preferred patterns of growth for the future. More specifically such analyses can identify those areas requiring special attention regarding management policies, such as natural or cultural resources likely to be intruded upon or otherwise impacted by development. As part of this process, stakeholders and local governments are encouraged to evaluate the presence of subsets of their communities subject to special circumstances such as:

- ✓ *Areas where rapid development or change of land uses is likely to occur*
- ✓ *Areas where the pace of development has and/or may outpace the availability of community facilities and services, including transportation*
- ✓ *Areas in need of redevelopment and/or significant improvements to aesthetics or attractiveness (including strip commercial corridors)*
- ✓ *Large, abandoned structures or sites, including possible environmental contamination.*
- ✓ *Areas with significant infill development opportunities (scattered vacant sites).*
- ✓ *Areas of significant disinvestment, levels of poverty, and/or unemployment substantially higher than average levels for the community as a whole*

Upon consideration of development trends and land use issues in Dahlonega, the following priorities stand out for the planning period:

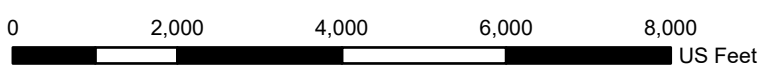
- The North Main Street (including Greenbriar Plaza) and N. Grove Street areas could benefit from investment and revitalization. Both areas exhibit commercial development of various conditions in corridors leading to downtown. City has general goals for improving/sustaining traditional neighborhoods and the existing small-city character, and investment in these areas could match those objectives as defined in the Character Areas. (*Long-term Commercial Redevelopment*)
- To protect the local water supply, the City must emphasize environmental protection standards for sensitive areas, particularly those upstream from the reservoir. Measures to attain and uphold the water quality of Yahoola Creek is of paramount concern to the City. (*Water Supply Watershed*)

Dahlonega, Ga Areas Requiring Special Attention



Legend

- National Wetlands Inventory
- 305b and 303d Streams
- Rivers and Streams
- Major Rivers
- Lakes and Ponds
- Water Supply Watershed
- Long Term Commercial Redevelopment
- Roads
- Parcels
- City of Dahlonega



Recommended Character Areas

Character area planning incorporates the concept of community function and feel to identify neighborhoods or communities of similar interaction, process, and character. Defining character areas is useful for identifying unique characteristics that provide a sense of community and to discern localized functions within the larger city or county context. Once character areas are established, community leaders can develop and implement strategies to promote the unique qualities of each character area.

The prevailing character and context of a community influence development forms and scale. Such elements are often identified as sub-areas within the community, such as neighborhoods, defined by architectural scale and style, functions and roles, traffic flow, and other factors that differentiate one area from the next. As such, a character area is a specific geographic area that meets the following criteria:

1. Has unique or special characteristics;
2. Has potential to evolve into a unique area when provided specific and intentional guidance;
or
3. Requires special attention due to unique development issues.

Character areas are often times identified based on environmental and/or physical characteristics of an area and it is not uncommon for communities to define their physical spaces based on a combination of both.

The Recommended Character Areas represent a starting point in the discussion of the overall development strategy. Boundaries, descriptions, and vision statements for future development were created during the community participation process.

Recommended Character Areas and General Development Overview

Categories	Residential	Commercial	Office	Industrial	Design guidelines	Landscape guidelines
Public Square	X	X	X		X	X
Residential	primarily		limited			X
Village Commercial	X	primarily			X	
Mixed Use Residential	primarily	limited	X		X	X
University of North Georgia						
Gateway Corridors	X	X	X		X	X
Park/ Recreation/ Conservation						X
Office/ Institutional/ Conference Ctr.			X		X	X
Industrial			X	X		X

Public Square

The historic courthouse and adjoining Public Square create one of the most engaging spaces in any Georgia city. Dahlonega's Public Square contains buildings and is one of the few cities in the state, outside Savannah, to date back to the post-colonial period. Unlike other Georgia county seats, Dahlonega's courthouse square has architecture that is uniquely derived from the vernacular patterns and folkways that migrated south through the mountain valleys. It is because of this highly individual context that an 18-block area of the historic city plat around the Public Square be considered, with a very specific design envelope that follows the principles established in the center. South Chestatee Street and the other streets within this core are equally critical to the core area's integrity, even though it may lack some of the historic charm. It is vital that the blocks flanking South Chestatee adhere to the same aesthetic standards that govern the core, and protect the North Park Street corridor.

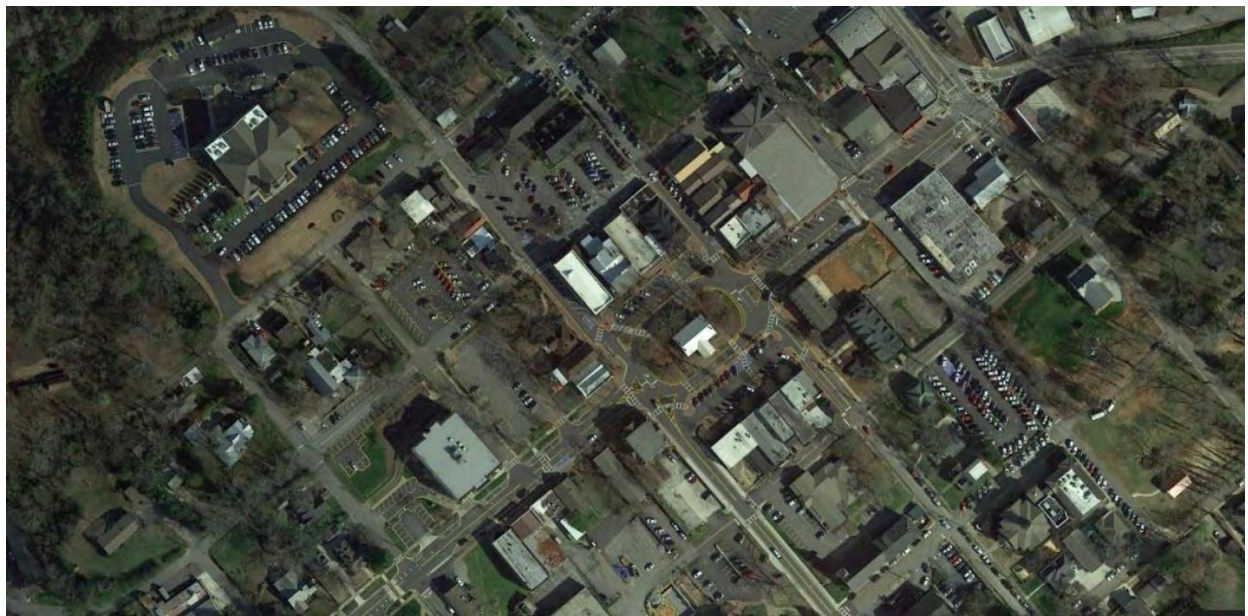
The land use and development strategy for the core area and South Chestatee corridor heavily focus on preservation of eligible properties with physical upgrades to market expectations; and small-scale (two- to three-story maximum above street grade) new infill construction on suitable sites with historically compatible designs. Primary focus for renovation and redevelopment should be on East and West Main, and South Chestatee near Arcadia Street, Ash Avenue, and Maple Street.



Open space strategies in the district assume continuing improvements to Hancock Park. An additional option to increase open space in the core area is to resurface existing parking lots, notably the one at Choice Street and South Meaders, with unit pavers that provide space for grass or gravel. This allows the lots to function as plazas for special events and has the added benefit of reducing runoff and contributing to water quality. Alternatively, this location may serve as a deck for the downtown shared parking needs.

Significant improvements to the street network are essential to strengthen the historic character of the district, provide ample parking, and control the volume and velocity of traffic. Of prime importance are the streetscapes on East Main, West Main, and South Chestatee. East and West Main in particular are highly symbolic and form the primary retail axis of downtown but need traffic calming and shading to function as the public spaces they need to be. Parking is expanded considerably by inclusion in the streetscape improvements, but a number of new deck facilities and surface lots in strategic locations guarantee enough parking stock to meet the needs of current and future businesses. If a deck is built, the pattern of one-way streets around Warwick and Hawkins could be converted to two-way where possible to improve mobility and wayfinding, and return to their traditional roots.

Public Square	
<i>Development Standards & Recommendations</i>	<i>Implementation Measures</i>
<ul style="list-style-type: none"> • All development to be compatible with design guidelines • Preservation of existing structures where possible, or context sensitive infill development • 1-3 story structures oriented on Public Square and approaching streets close to the street front, with minimal on-site parking and full pedestrian accessibility • Careful evaluation of sites on the ridge north of Hawkins Street offering possible mountain views above treeline • Landscaping and decorative elements encouraged • Mixed use structures or variety of residential, commercial and institutional uses • No drive-through uses permitted 	<ul style="list-style-type: none"> • Develop a tool for monitoring compliance with design guidelines • Maintain Certified Historic status for historic district • Support DDA in recruitment of new businesses to downtown • Solicit study assessing options for new residential in and around downtown (including new owner occupied, new walkable faculty housing, condominiums over retail and full service and boutique hotels.) • Develop and implement sidewalk improvement and maintenance plan.



Residential

Residential refers to the various neighborhoods and subdivisions throughout the City of Dahlonega. They vary from those on larger lots to smaller, sometimes urban lot sizes, large enough for the structure and accompanying small yards. The districts are almost exclusively residential in use and are spread throughout the original city limits and in areas that have been annexed.

Dahlonega's older neighborhood districts consist of the various urban-scale residential blocks within the Historical district, as well as residential areas that move away from the residential block format. Households to the south and west of the downtown area of Dahlonega are smaller and typically have lower incomes than those in the County. These are distinguished based on housing types which include single family residential, town homes, duplexes, and multi-family.

Much of the housing in these neighborhoods is predominantly site-built in design, with some units dating from the 1930's. The typical sites range from ½ to 2 acres, each with a single-story house within 40-50 feet of the road frontage. Many units have carports or no garage at all, with many also on crawl spaces. There are a variety of styles present, most with pitched roofs and front porches. Some units have been expanded or renovated and based on the visual impact and occupancy rates the district as a whole appears economically stable. In some cases, the transitions alongside the rural parts of the city/county are seamlessly experienced thanks to the mature trees and comparable architectural styles of rural housing.

Other residential areas, like those to the north of downtown, offer more conventional suburban scale units with lots larger than 1 acre and with a full garage. These units will be younger and showcase a variety of architectural styles and landscape patterns that recall the area's rural, mountain heritage.

All these residential neighborhoods provide an emphasis on pastoral settings catering toward quiet, family-friendly environments that are intrinsically connected to downtown. There are not many sidewalks, predominantly due to the terrain and the era of original construction, but many of the streets are walkable due to limited traffic and, for the neighborhoods just northwest of the core, with direct connections to the university or downtown.



Residential	
<i>Development Standards & Recommendations</i>	<i>Implementation Measures</i>
<ul style="list-style-type: none"> • Preservation of existing structures where possible, or context sensitive infill development • 1-2 story structures oriented close to the street front, with minimal on-site parking and pedestrian accessibility where possible • Landscaping and decorative elements encouraged • Variety of residential, parks and institutional uses, with some office possible adjacent to downtown • Rural/ Mountain themed design elements preferred, such as steeply pitched roofs with deep overhangs, wood or masonry siding, and front porches 	<ul style="list-style-type: none"> • Develop a tool for monitoring compliance with design guidelines • Maintain Certified Historic status for historic district • Support DDA in recruitment of new businesses to downtown • Solicit study assessing options for new residential in and around downtown (including new owner occupied, new walkable faculty housing, condominiums over retail and full service and boutique hotels.) • Develop and implement sidewalk improvement and maintenance plan.



Village Commercial

Village commercial districts are pockets of retail, dining, office or institutional uses located in crossroad settings or along select arterial and collector roads. They are designed to serve area residents by providing a destination for local commercial and civic activity, while blending into the mountainous context and small-town charm preferred by residents. These areas will feature modest design considerations to minimize surface parking and promote architectural design that reinforces the community's rural, Appalachian culture. Units may be detached or attached but must exhibit variations in structure for every 2-3 units and should avoid the appearance of a long, continuous structure, such as a conventional shopping center. They will typically be 1-2 stories and remain within close proximity (under 70 feet) to the prevailing roadway, visible to travelers along the street and framing the streetscape. Additional characteristics recommended for the district, which are intended to sustain the area's rural character, include limited sizes and distribution of signage and limited lighting displays.

The use and development strategy for the area primarily revolves around two street corridors – North Grove and Hawkins. On North Grove, the strategy focuses on the preservation and rehabilitation of the historic Hillcrest / McKinney House as a new office or administrative center, and the conversion of a large steeply sloping vacant tract to an active use such as a conference center. On Hawkins, a combination of existing buildings, vacant land and redevelopment targets provides the chance to support commercial activities in the Public Square as well as build back some of the context lost over time. Ground floor retail uses with second or third story office or loft condominiums are appropriate here.

The strategy for circulation improvements in this area is a mix of streetscapes on key corridors like North Grove, Hawkins, and Johnson Street. Municipal or shared parking facilities are proposed for the character area but will require dedicated revenue sources for financing.



The market framework concentrates on the demand for diverse and distinguished hospitality and meeting space, with the main driver being a conference center that can address the needs of the (University) as well as bridge the gap between mountain retreats like Brasstown Valley and more urban facilities in metro Atlanta. Additional market potential for smaller inns could be accommodated in existing historic buildings or new structures in good locations. There is also demand for housing near the Public Square, which plays into the land use strategy for sites along or near Hawkins Street.



Village Commercial

<i>Development Standards & Recommendations</i>	<i>Implementation Measures</i>
<ul style="list-style-type: none"> • Land for neighborhood-scale commercial, office or institutional uses • Primarily commercial, but Residential uses permitted • 1-2 story structures oriented close to the street front, with minimal on-site parking and pedestrian accessibility where possible • Careful evaluation of ridge top sites offering possible mountain views above treeline • Landscaping and decorative elements encouraged • Rural/ Mountain themed design elements preferred, such as steeply pitched roofs with deep overhangs, wood or masonry siding, and front porches • Preservation of existing structures where possible, or context sensitive infill development • Variety of residential, parks and institutional uses, with some office possible adjacent to downtown • 	<ul style="list-style-type: none"> • Develop neighborhood revitalization plan for Greenbriar and Riley Road area • Solicit study assessing options for new residential in and around downtown • Develop sidewalk improvement and maintenance plan. • Develop guidebook highlighting recommended forms of compatible infill



Mixed Use Residential

The Mixed-Use residential districts extend from West Morrison Moore Parkway in the south up to Happy Hollow Road in the north. It includes all the land north of the (UNG) campus and extends to West Main Street, College Lane and North Chestatee Street to the east, stopping just short of the City's historic downtown core. The land in this area lies vastly undeveloped and is heavily forested. There is a perennial stream flowing parallel to Happy Hollow Road, toward the north of the district. The steep slopes of land create the largest obstacle to overcome for the future development of this area.

The number of parcels within this district are few with many covering a large area. While most of these are zoned for single family residential, those closer to the bypass allow for townhouses and duplexes while those immediately north of the college campus are zoned for multi-family housing. A Planned Unit Development district is located between the multi-family housing, close to Vickery Drive, and serves as a transition between the low-density residential area and the extended historic core. This is developed with townhouses and could turn into a redevelopment opportunity when the property starts aging. The remaining large parcels vary between 3-acres and 11-acres in size and most have single residential units built on them. While most of them are occupied, most are in good condition requiring only minimal repairs, however those closer to the bypass show signs of neglect and will require more attention and care. These large parcels also offer good redevelopment opportunities.

Land use strategies within the district aim to intensify residential development through the redevelopment of the large parcels of land. Increased residential densities should be allowed with the intent to design and build a sustainable neighborhood along the steep contours of the properties. A mixed-use development with opportunities for commercial uses is planned along West Morrison Moore Parkway and across from the future university development of Radar Ridge that lies south of the parkway. Proximity to the university campus is taken advantage of by providing a residential village around Vickery Drive to serve the student and faculty population. The creation of these neighborhoods within this district increases the housing stock within the downtown area of the City.

For the most part, a new roadway system would be needed when developing the mixed-use neighborhoods. This network, provided by private-sector development, would serve in connecting the residential areas to the City's downtown, to the UNG campus and to other surrounding neighborhoods that lie just outside the study area. These streets would meet the requirements for pedestrian use, with sufficient stop sign, crosswalks, landscaping, street furniture and streetlights.



Mixed Use Residential

<i>Development Standards & Recommendations</i>	<i>Implementation Measures</i>
<ul style="list-style-type: none">• Development encouraged to be compatible with design guidelines• Landscaping and decorative elements encouraged• Primarily residential but neighborhood commercial uses allowed• 1-2-story structures oriented close to the street front, with on-site parking and pedestrian accessibility where possible• Rural / Mountain themed design elements preferred, such as steeply pitched roofs with deep overhangs, wood or masonry siding, and front porches	<ul style="list-style-type: none">• Develop a tool for monitoring compliance with design guidelines• Solicit study assessing options for new residential in and around downtown• Develop sidewalk improvement and maintenance plan



University of North Georgia

The University of North Georgia has been a stately counterpart to downtown Dahlonega since it was founded in 1873. With an enrollment of approximately 9,000 students, it is major contributor to Dahlonega's economy. Its military traditions are part of the cultural identity of the city. The campus adds vitality to the city, but is also expanding, and the delicate balance between City and University must be maintained so that both can prosper.



The character of the campus is conveyed through several landmark buildings and public spaces. Foremost is the historic entry lawn and gate, which is shaded by mature oaks and the topography slopes gently up to Price Hall. The lawn is not intended to be occupied as a park, but as the signature formal landscape within a few blocks of the Public Square. Therefore, it feels one with the city and gives it a sense of timelessness and dignity that belies its modest size. The lawn also acts as a foreground to Price Hall, the oldest building on campus and the architectural equivalent to the historic Lumpkin County Courthouse. The gold-clad steeple of Price Hall is visible from many points around the city and is especially striking against the backdrop of the Blue Ridge when viewed from the east. The fact that it shares the distinction of Dahlonega gilding only with the State Capital in Atlanta adds to its mystique. The ceremonial Drill Field and the historic buildings framing it solidify the image of the campus as a classic university environment, on par with some of the cloistered spaces of old Ivy League schools.

The land use and development strategy for the university is determined by the campus master plan. From the perspective of the recommendations of the Downtown Master Plan, however, the campus plan should take into consideration the intensification of the South Chestatee frontage with multistory buildings that have "below-grade" parking and pedestrian access from the street frontage. Building an access street parallel to South Chestatee behind these future buildings is a goal of the University and would be beneficial for the city in terms of reducing traffic and providing another route to the Recreation Center and deck parking. The campus plan should also consider the implications of the idea of a faculty village and square and its connections to the upper quad. Finally, the West Main Street corridor should be reinforced as the ceremonial axis of the College, with utmost emphasis on preservation and restoration of historic buildings.

Retail and housing are the two market growth areas associated with the university, although there is limited room to accommodate this on the immediate campus. Once complete, the City should evaluate the market and development implications of the campus master plan on the downtown area



University of North Georgia	
<i>Development Standards & Recommendations</i>	<i>Implementation Measures</i>
<ul style="list-style-type: none"> • Development encouraged be compatible with design guidelines • Preservation of existing structures where possible, or context sensitive infill development • 1-4 story structures oriented close to the street front, with minimal on-site parking and full pedestrian accessibility • Landscaping and decorative elements encouraged • Mixed use structures or variety of campus residential, commercial and institutional uses. Specialty structures as required by the University permitted • No drive-through uses permitted • Parking decks permitted with context sensitive design • Park space and trails permitted 	<ul style="list-style-type: none"> • Develop a tool for monitoring compliance with design guidelines • Support DDA in recruitment of new businesses to downtown • Solicit study assessing options for new residential in and around downtown • Develop sidewalk improvement and maintenance plan.



Gateway Corridors

Gateway Corridor Character Areas are along the highway entry points into the city, serve as access points to historic Dahlonega, and are primary gateway for many visitors. Development guidelines will ensure a uniform and well-designed zoning overlay for the City and County. The intent of this study is to define guidelines to serve as a guide for future development. These guidelines will complement the historic character of the architecture in the downtown district, facilitate easy access to downtown, and to make the downtown area more conducive to pedestrian activities. Elements of design should be incorporated to foster a more cohesive and aesthetically pleasing experience that contributes to a vibrant, pedestrian downtown including street trees, street and accent lighting, uniform paving materials, pedestrian seating and safety, and litter control.

One segment of this district features the concentration of government, retail and other commercial activities concentrated along the eastern and southern stretch of the SR 60 business loop. This is a large collection of automotive-oriented businesses and includes the area's only large shopping center and big-box type stores.



Typically, these types of commercial districts are pockets of retail, dining, office or institutional uses located in crossroad settings or along select arterial and collector roads. They are designed to serve area residents by providing a rural destination for commercial and civic activity, while blending into the mountainous context and small-town charm preferred by residents.

Development of these areas will feature design considerations to minimize surface parking and promote architectural design that reinforces the community's rural, Appalachian culture. Units may be detached or attached but must exhibit variations in structure for every 2-3 units and should avoid the appearance of a long, continuous structure, such as a conventional shopping center. They will typically be 1-3 stories, and may be set back from the highway, visible to travelers along the street. Additional recommendations for the district, intended to sustain the area's rural character, include limited sizes and distribution of signage and limited lighting displays.

Gateway Corridor

<i>Development Standards & Recommendations</i>	<i>Implementation Measures</i>
<ul style="list-style-type: none"> • Regional to sub-regional scale industrial, retail, office or institutional uses • Rural/ Mountain themed design elements preferred, such as steeply pitched roofs with deep (1' or greater) overhangs, wood or masonry siding • Careful evaluation of ridge top sites offering possible mountain views above tree line • Landscaping and decorative elements encouraged • Sited along 2-3 lane arterials • Concentrated at nodal intersections or key stretches • Development encouraged to be compatible with design guidelines • Preservation of existing structures where possible, or context sensitive infill development • Landscaping and decorative elements encouraged • Mixed use structures or variety of residential, commercial and institutional uses 	<ul style="list-style-type: none"> • Develop a tool for monitoring compliance with design guidelines • Solicit study assessing options for new residential in and around downtown • Develop sidewalk improvement and maintenance plan. • Amend/adopt development regulations as needed • Develop design guideline reference material



Parks/ Recreation/ Conservation



This district is reserved for natural and landscaped areas that are designated for specific recreational use and/or as a buffer within developed areas. This can include passive or active parks, trails, larger public gardens or popular spots designated for hiking, camping, etc. Greenways can provide safe, efficient pedestrian linkages and at the same time give users an opportunity to enjoy the natural environment. Properly designed greenways can serve as an alternative transportation network, accommodating commuting to work or shopping as well as recreational biking, walking, jogging, and other activities.

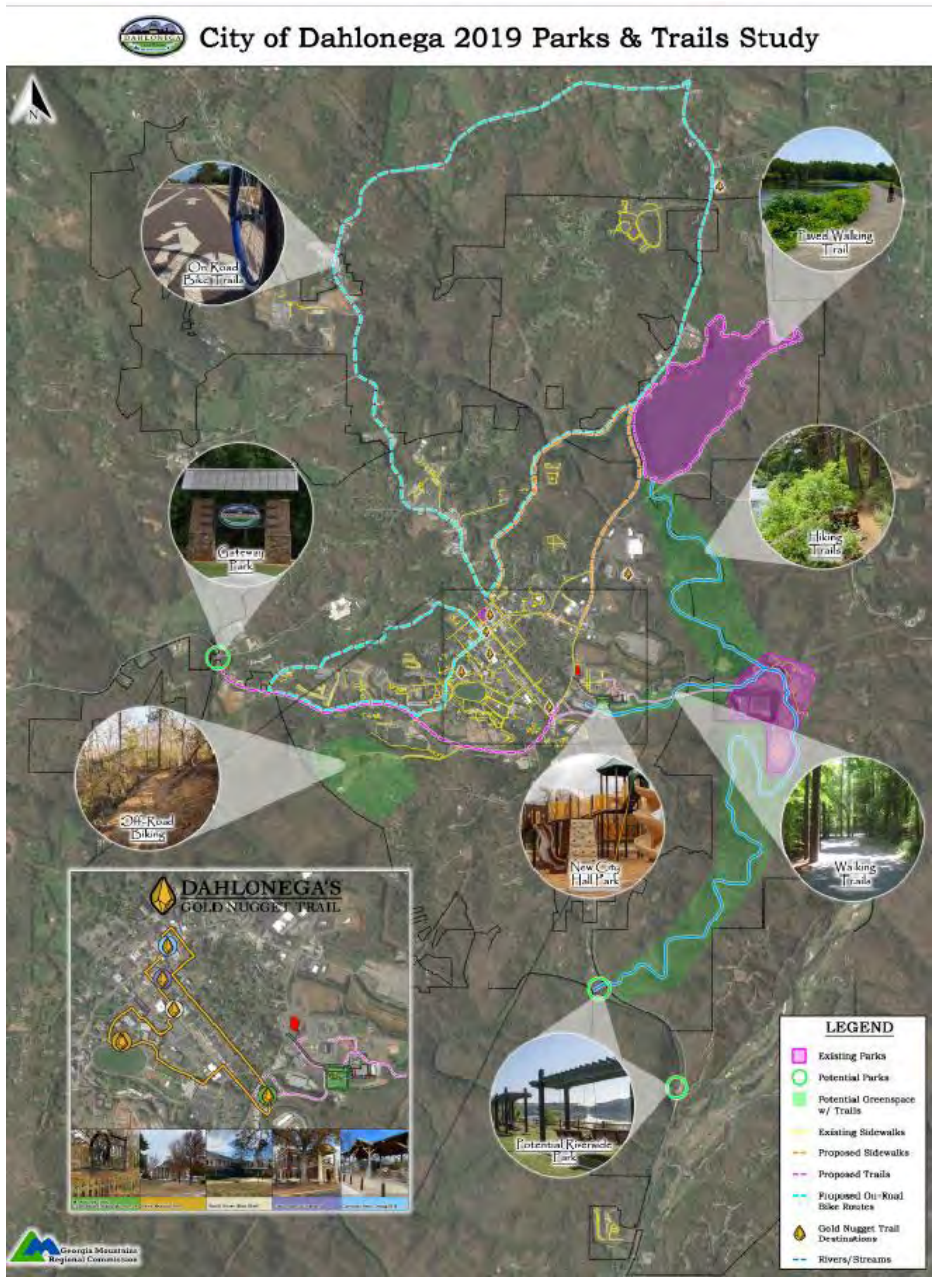


These are spaces restricted from new development except for maintenance and expansion of amenities designed to enhance the property's role as a park. Parking and facilities should be minimized and development should incorporate high degrees of appropriate landscaping. These spaces should be attractive to, and serve the interests of, the residents and visitors to the area as a primary way to appreciate the rural culture and mountainous landscape of Lumpkin County.



Parks/ Recreation/ Conservation

<i>Development Standards & Recommendations</i>	<i>Implementation Measures</i>
<ul style="list-style-type: none"> Parks, recreation areas, trails or other accessible lands with minimal amount of impervious surfaces (parking, roadways or structures) Preservation of existing hardwoods and deciduous trees encouraged Conference Centers with recreation emphasis allowed 	<ul style="list-style-type: none"> Implement elements of the 2019 Parks and Trails Study Develop sidewalk master plan Pursue Yahoola Creek Trail Explore options for City Hall Park makeover Study demand and opportunities for new public art and historical pieces



Office/ Institutional

This district is for specialized office and institutional settings that often function as a collective development, these may or may not entail overnight use but often feature shared amenities, roadway access and signage. The intent is to create a coordinated development for one or multiple uses with a united function or design scheme.

This could include passive use, extended stay facilities within rural settings, such as small resorts or conference facilities that complement their surroundings and build off the low-intensity tourism of Lumpkin County's outdoor recreation industry. Such facilities can connect with existing communities and neighborhoods or be located in isolated settings with proper utilities and site management. This can also include schools or civic structures, conference and meeting facilities or smaller offices.

Developments of these types should provide coordinated design schemes that also match the context of their surroundings. Buffering against adjoining properties should be employed if the nature of the uses presents possible adverse impacts.



Office/ Institutional	
<i>Development Standards & Recommendations</i>	<i>Implementation Measures</i>
<ul style="list-style-type: none"> • Land is for neighborhood to sub-regional scale office, commercial and institutional uses, with preferences for low/no-impact research centers and no-impact industrial operations • 1-3 story structures oriented close to the street front, with minimal on-site parking and full pedestrian accessibility • Minimal parking on front; Attached units permitted • Rural/ Mountain themed design elements preferred, such as steeply pitched roofs with deep overhangs, wood or masonry siding • Landscaping and decorative elements encouraged • Sited along 2-3 lane arterials • Concentrated at nodal intersections or key stretches • 	<ul style="list-style-type: none"> • Amend/adopt development regulations as needed • Develop design guideline reference material • Develop sidewalk improvement and maintenance plan. •



Industrial

The Industrial Character area is for lands used in low intensity manufacturing, wholesale trade, and distribution activities that do not generate excessive noise, particulate matter, vibration, smoke, dust, gas, fumes, odors, radiation, or other nuisance characteristics.

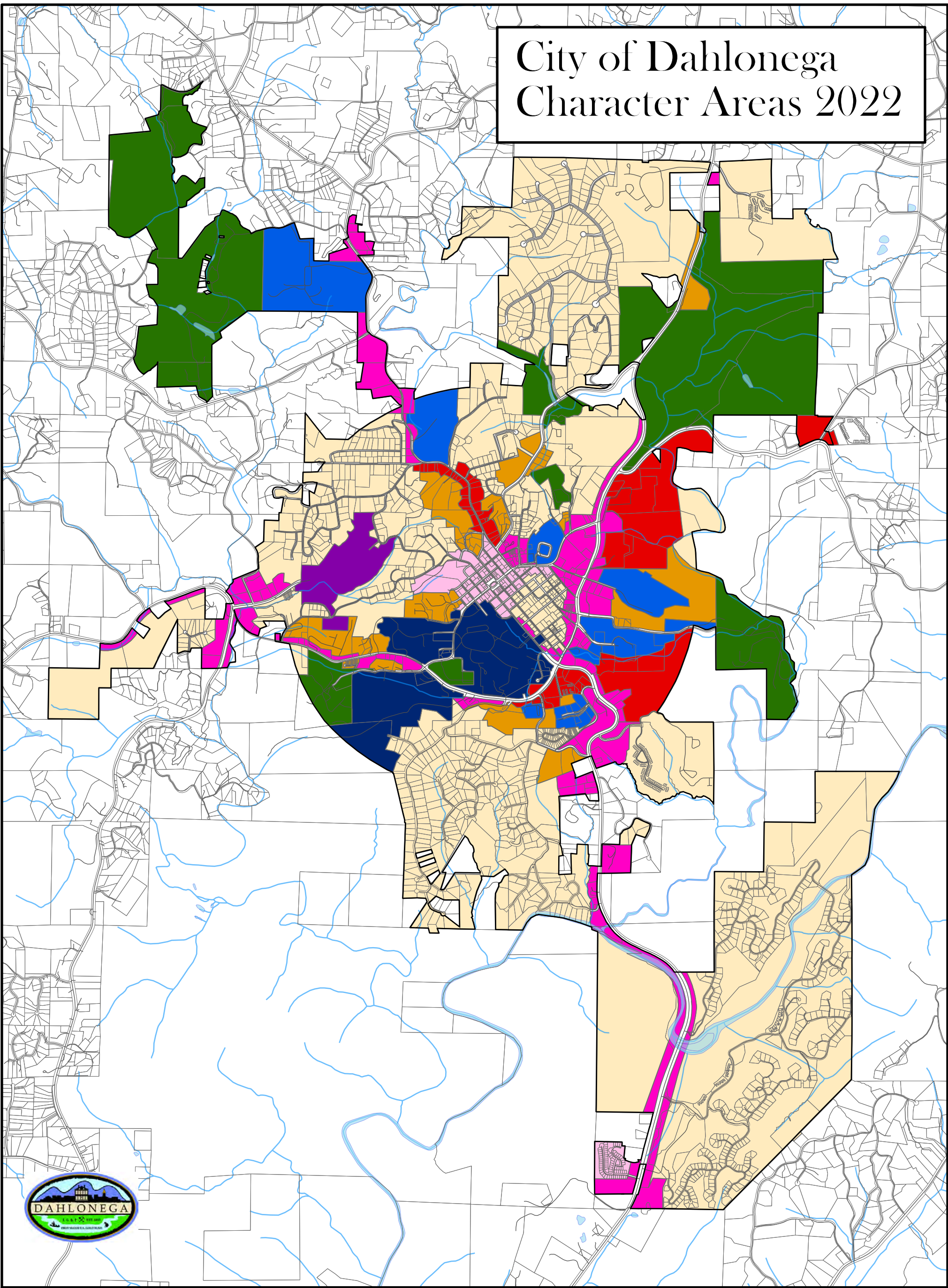
Currently Dahlonega has only a few sites suitable for goods manufacturing but can accommodate some industrial growth for the future. Various properties scattered across the county are capable of hosting independent operations with limited needs for heavy traffic access, but most prospective sites within the city will require extensive site preparation and/or involve the acquisition of multiple smaller properties and demolition of existing structures.

These spaces are targeted for accommodating industrial needs, and as such are dispersed to minimize their impact on local communities or the natural environment. Design should include buffers and restrictions against ecological impacts, with a preference for green technology in design or operation. Minimal traffic impacts are preferred, both due to limitations of the local roadways and to protect the communities and residents within the valleys.



Industrial	
<i>Development Standards & Recommendations</i>	<i>Implementation Measures</i>
<ul style="list-style-type: none"> • Land for low impact industrial uses, distribution and data centers, technology incubators, office complexes • Requirement for appropriate buffering from adjoining properties • 1-3 story structures oriented close to the street front, with minimal on-site parking and pedestrian accessibility where possible • Landscaping and decorative elements encouraged • Rural/ Mountain themed design elements preferred, such as steeply pitched roofs with deep overhangs, wood or masonry siding, and front porches 	<ul style="list-style-type: none"> • Develop utility and commercial traffic assessment for growing industry • Inventory all potential industrial sites

City of Dahlonega Character Areas 2022



Legend

Dahlonega Character Areas

University Of North Georgia

Gateway Corridors

Industrial

Mixed Use Residential

Office/Institutional

Park/Recreation/Conservation

Public Square

Residential

Village Commercial

Parcels

City of Dahlonega

Roads

Railroads

Rivers and Streams

Lakes and Ponds

0 2,000 4,000 6,000 8,000 US Feet



IMPLEMENTATION PROGRAM

4

Achieving the Vision and our goals for the community

While the Future Development Map illustrates the physical conditions expressed within the Vision, the Implementation Program is the overall strategy for achieving the Community Vision and for addressing each of the Community Needs and Opportunities. It identifies specific measures, both short and long-term, that must be undertaken by the community in order realize the community's goals.

The Implementation Program features four main components.

Community Needs and Opportunities

These reflect an assessment of the conditions and factors influencing the area and people, stakeholder knowledge of the community and comments received throughout the planning process. In order to effectively realize their vision for the future a community must develop a well-defined implementation plan. By identifying the core issues and priorities of the community, the government and its partners can develop specific strategies that must be accomplished to fulfill the desired goals and objectives of the vision. It is critical that these issues and opportunities be clearly defined and understood by the stakeholders because they form the basis for the development of the community's long and short-term action plans.

Reports of Accomplishments

This is the review of the Work Program (CWP) from the previous five years. As a new CWP is produced every five years, the items within the previous CWP must be identified for their status as complete, in progress, either postponed or cancelled. Those items that have been postponed or are in progress must be shown in the next CWP where appropriate, while those items that have been postponed or cancelled must also include a reason for their status.

Community Work Program

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

Note: Some items listed will explore assistance through the Georgia Mountains Regional Commission (GMRC) via their discretionary contract elements with the Department of Community Affairs (DCA). These items will include "DCA" under the list of potential funding sources.

Policies and Long-Term Objectives

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

Community Needs and Opportunities

The following represents a summary of the identified needs, issues, and proposed objectives deemed critical to achieving the community’s vision. They’re presented here along with a listing of key action items to be taken by the City. Many of these action items are repeated across different goals, demonstrating the applicability of that action to address multiple needs.

Preserve Dahlonega’s small-town character... while planning for the next generation of downtown	
<p><i>The primary reason people cherish Dahlonega is rooted in its small-town look and scale. It is defined by the architecture, the walkability of the square, and the abundance of locally owned businesses that give Dahlonega its identity and foster the sense of community among residents. At the same time, there is opportunity to expand the commercial and social core of downtown, and the City should seek to identify the means to absorb some change in ways that enhance its role as a destination.</i></p> <p><i>The City MUST do all it can to preserve the integrity of the historic square, and work to ensure all development in and around the square is compatible with this established character. This is both to minimize the potential adverse impacts of growth (such as traffic or pollution) but also to retain, for as long as possible, the identity that residents and tourists love.</i></p>	<ul style="list-style-type: none"> ● Review Design Standards; Consider applications beyond Historic District ● Host regular “State of downtowns” forum with Main Street and other support agencies ● Develop property assessments for downtown commercial lots (to assist with adaptive reuse) ● Study potential for incubator ● Find, and promote, existing and potential partnerships between UNG and the local business community ● Develop sidewalk masterplan ● Assess blocks & neighborhoods adjoining UNG campus ● Develop neighborhood-scale planning ● Find, and promote, existing and potential partnerships between UNG and the local business community ● Where possible, be proactive in future campus planning initiatives ● Promote a Campus Design Initiative (or similar effort) ● Secure long-term status of existing parking agreements

Pursue & celebrate government efficiency and effectiveness

Expectations and demands regarding how governments communicate with their residents and business leaders has evolved. New technologies and a heightened awareness of Dahlongega’s potential means citizens may have different performance measures than past generations. Today’s citizens want efficiency, but they also expect a quality return on their investments.

Dahlongega currently has some long-term budgeting and is engaged in social media, but measures remain that could improve how information is shared and used. The City could also benefit from assurances their communication methods are in step with projected trends for future generations.

- Adopt a formal Communications Policy that emphasizes public relations
- Update long-term capital improvement plans for all departments
- Consider performance measures (or similar) for annual budgeting and project planning
- Develop report assessing how public input is received and resolved

Support economic development befitting Dahlongega’s size and character

There is a demand for more and better job opportunities, and support for “appropriate” retail. The desire among residents is that efforts supporting business expansion do so with an emphasis on sustaining the community’s rural character, minimizing the potential nuisances of the need for major impacts on the landscape. They favor businesses that are locally owned, and especially within downtown Dahlongega they wish to prevent signage, architecture, and parking conditions that detract from the existing form.

Given the right support and resources, the Development Authority can more actively seek out businesses suitable for the small urban setting and provide residents with the additional retail options desired. A formalized strategy and additional staff assistance will also allow the Authority to better assist existing companies in the area.

- Create an Economic Blueprint Strategy
- Support the Development Authority
- Review Design Standards; Consider applications beyond Historic District
- Host regular “State of downtowns” forum with Main Street and other support agencies
- Develop property assessments for downtown commercial lots (to assist with adaptive reuse)
- Study potential for incubator
- Find, and promote, existing and potential partnerships between UNG and the local business community

Be proactive in addressing housing types and affordability

Housing affordability is critical today, particularly among workforce/ starter units and senior-friendly units. Competition from UNG can affect supply and pricing, as will restrictions from topography and limited utility access. The City should review their ordinances and consider how new trends (short-term rentals, tiny housing...) may impact local markets, and seek policies that preserve local character. The City should also be prepared for more multi-family developments by planning where and how best to accommodate such projects most efficiently and without damaging local character.

An exercise in formally reviewing how different housing types do or do not work within Dahlonega can assist in guiding how to make the best out of local ordinances and show to the public how various types will preserve the area's low cost of living.

- Develop sidewalk masterplan
- Review land use policies; Amend as needed to mitigate impacts of new development
- Establish/ Review performance measures for police and fire in residential districts
- Develop a comprehensive housing inventory
- Develop a comprehensive housing study (with Dahlonega and UNG)

Expand Dahlonega's walkability and passive use parks

Successful urban centers are inherently walkable, inviting people to circulate and see the community at a pedestrian pace and scale. Civic spaces, such as parks and plazas, magnify this role and provide a greater sense of destination.

Dahlonega's existing form capitalizes on this notion, but there are opportunities to strengthen these elements. Ideas for more trails and parks have been nominated and, done appropriately, would enhance the charm and appeal of the City to residents and visitors alike. A bigger trail network and more accessible passive-use park system offers a cost-efficient opportunity for more recreational and tourist destinations, spaces for art and commemorations of local history, and ways to strengthen community connections.

- Implement elements of the 2019 Parks and Trails Study
- Develop sidewalk master plan
- Pursue Yahoola Creek Trail
- Explore options for City Hall Park makeover
- Study demand and opportunities for new public art and historical pieces

Create a plan for the bypass and gateway corridors

There will always be a need for a broader, auto-oriented corridor capable of harboring larger scale commercial and institutional uses. Such arterial corridors are critical for both through and local traffic and enable bigger businesses to serve the community. As Dahlonega and Lumpkin County grow, the challenge is to accommodate this need while also minimizing adverse impacts and retaining the cherished rural character.

The City should work with area stakeholders in mapping out a long-term management strategy for the US 19 and GA 9 roadways, taking into consideration best options for absorbing new development. This should include an assessment of possibly needed road improvements, traffic impacts on adjoining neighborhoods, and ways to accommodate pedestrian connections at select points.

- Create an Economic Blueprint Strategy
- Support the Development Authority
- Identify potential expansion areas for local utilities & services
- Develop cost-benefit analysis for new development
- Confirm GDOT plans for local roads
- Create Gateway Masterplan

Preserve and celebrate existing neighborhoods

Dahlonega has a mix of stable residential areas throughout the city, including older neighborhoods that are considered endemic to Dahlonega's small-town character. Preserving these neighborhoods and subdivisions is not only critical to sustaining the city's cost of living but will contribute to the variety of housing options needed in the future.

The City should be proactive in monitoring these areas for signs of distress or blight, working to help preserve the viability of residential areas by ensuring the safety and accessibility of each. Where possible this should include pedestrian connections to key public destinations. The City should also ensure land use regulations foster compatible infill without incurring undue costs on the landowners.

- Develop sidewalk masterplan
- Review land use policies; Amend as needed to mitigate impacts of new development
- Establish/ Review performance measures for police and fire in residential districts
- Develop a comprehensive housing inventory

Create a guidebook for any future annexation

Projections for Lumpkin County suggest increasing interest in more and new development in and around Dahlonega. As the city becomes appealing and accessible to more and more people, there will be greater interest on behalf of Dahlonega to shape how that development occurs.

The City has long-term plans for select utilities, but should pursue the development of a coordinated strategy to guide how future annexations are considered, both for cost-effectiveness and for compatibility. Creating a coordinated approach will ensure that when the City does assess potential annexations it will be done with the right information in hand to yield the best result for the community.

- Update long-term capital improvement plans for all departments
- Identify potential expansion areas for local utilities & services
- Develop cost-benefit analysis for new development
- Create land use compatibility guide for catchment areas around the city

Foster ever-improving relations with the University of North Georgia

UNG is both an asset and a challenge for Dahlonega; As both the University and the city evolve, the interests of each can sometimes create points of conflict, yet they're also reliant on one another as key parts of their economic and social well-being.

The key for the City is to find a way to ensure the vital elements of downtown and existing neighborhoods remain intact regardless of University growth. Doing this involves both identifying measures to preserve the physical character and economic viability of key blocks while also fostering improved communication with the University to aid with directing needed campus development.

- Regularly meet/ communicate with campus officials to discuss growth and community relations
- Assess blocks & neighborhoods adjoining UNG campus
- Develop neighborhood-scale planning
- Find, and promote, existing and potential partnerships between UNG and the local business community
- Where possible, be proactive in future campus planning initiatives
- Promote a Campus Design Initiative (or similar effort)
- Secure long-term status of existing parking agreements

Report of Accomplishments

This is the review of the Community Work Program (CWP) from the previous five years. As a new CWP is produced every five years, the items within the previous CWP must be identified for their status as either complete, in progress, postponed or cancelled. Those items that have been postponed or are in progress must be shown in the next CWP where appropriate, while those items that have been postponed or cancelled must also include a reason for their status.

Action	Status	Comment
Develop guidebook highlighting recommended designs for outside the Historic District	In Progress	2022 – “Review Design Standards; Consider applications beyond Historic District”
Convert city maps and associated databases to ArcView GIS	Complete	
Develop a tool for monitoring compliance with design guidelines	In Progress	2022
Amend/adopt development regulations as needed (upon Comp Plan adoption)	Complete	Ongoing Practice
Inventory all potential industrial sites in and around City	Complete	
Develop neighborhood revitalization plan for Greenbriar and Riley Rd area	Postponed	2023 - Deferred due to COIVD and other priorities
Confirm accuracy of existing land use and zoning map	Complete	Ongoing practice
Develop conceptual site plan for trails and amenities around reservoir	Complete	
Storm Water Master Plan	In Progress	2023
Develop guidebook highlighting recommended compatible infill	Postponed	2023 - Deferred due to COIVD and other priorities
Develop Bicycle and Pedestrian Plan for the City	Postponed	2023 - Deferred due to other priorities
Develop sidewalk improvement and maintenance plan	In Progress	2022 – “Develop a sidewalk master plan”
Solicit study assessing options for new residential in and around downtown	Postponed	2023 – “Develop a comprehensive housing study”
Report assessing funding options for road improvement projects	Complete	
Develop utility and commercial traffic assessment for attracting industry	Complete	
Develop a Parks and Rec Master Plan	Complete	
Develop study assessing opportunities for trails and new park space	Complete	
Develop city housing profile	Postponed	2023 – “Develop a comprehensive housing inventory”
Update Comprehensive Plan	Complete	

Policies & Long-Term Objectives

- Support the Downtown Development Authority, Lumpkin County Development Authority, Board of Commissioners, University of North Georgia, local Chamber of Commerce and other partners in efforts of community and economic development for Dahlonega and Lumpkin County.
- Participate in all appropriate intra-county programs such as SPLOST and Service Delivery Agreements.
- Maintain Certified Local Government status for historic district
- Maintain, and regularly review, development regulations and design guidelines
- Develop neighborhood revitalization plans as needed
- Continue annexation as requested by landowners. Consider 60% legislative methods of annexation where warranted.
- Establish and maintain a priority list for on-going street re-surfacing, road improvements and intersection improvements as part of an overall Capital Improvement Plan.
- Continue implementation of water and wastewater system improvement plans
- Actively pursue financial assistance from available state and federal grant/loan programs for City improvement projects
- Develop neighborhood revitalization plans as needed
- Integrate the UNG Master Plan and Lumpkin County Comprehensive Plans as appropriate or seek their amendment where in conflict with goals of the City.
- Consider development of a joint Lumpkin County/Dahlonega Comprehensive Plan with portions of the plan dealing with the County as a whole, the incorporated City, and unincorporated area.

Community Work Program

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

Year	Action	Estimated Cost	Funding Source	Responsibility
2022	Sidewalk Replacement - North Grove (Main/Skyline)	50,000	TSPLOST	Transp.
2022	Sidewalk Extension - Mechanics Street	120,000	TSPLOST	Transp.
2022	Sidewalk Replacement - Wimpy Mill (NGrove/GHills)	120,000	TSPLOST	Transp.
2022	Guard Rail - Wimpy Mill Road (W Bridge)	70,000	TSPLOST	Transp.
2022	Parking Lot Resurfacing - City Hall	45,000	General Fund	Properties
2022	Swim Beach (Grant Match)	40,000	Hotel/ Motel Tax	Tourism
2022	Wimpy Mill Park - Restrooms	110,000	Hotel/ Motel Tax	Tourism
2022	Wimpy Mill Park - Utility Relocation	17,000	Hotel/ Motel Tax	Tourism
2022	Sanitary Sewer Replacement - Derrick Street	206,000	Water & Sewer	Water & Sewer
2022	Vacuum Hydro Excavation Unit (D&C)	55,000	Water & Sewer	Water & Sewer
2022	Boat and Trailer w/ Dredge Equipment	30,000	Water & Sewer	Water & Sewer
2022	Barlow Lift Station Rehabilitation	590,000	Water & Sewer	Water & Sewer
2022	Sludge Dump Truck - PreOwned (WWTP)	95,000	Water & Sewer	Water & Sewer
2022	Manifold Replacements (7)	75,000	Water & Sewer	Water & Sewer
2022	Pickup Truck (WTP)	30,000	Water & Sewer	Water & Sewer
2022	Storm Drain Repair - Mechanicsville	138,000	SPLOST	Stormwater
2022	Backhoe Loader	100,000	SPLOST	Stormwater
2022	Storm Drain Repair - Riley Road	45,000	SPLOST	Stormwater
2022	Storm Drain Repair - Mechanics Street	25,000	SPLOST	Stormwater
2022	Confirm GDOT plans for local roads	Staff Time	General Fund	Transp.
2022	Develop report assessing how public input is received and resolved	Staff Time	General Fund	Admin
2022	Identify potential expansion areas for local utilities & services	Staff Time	Water & Sewer	Water & Sewer
2022	Review Design Standards; Consider applications beyond Historic District	Staff Time	General Fund	Planning
2022	Review land use policies; Amend as needed to mitigate impacts of new development	Staff Time	General Fund	Planning
2022	Secure long-term status of existing parking agreements	Staff Time	General Fund	Admin
2022	Develop a tool for monitoring compliance with design guidelines	\$1,000	City, DCA	Planning Dept.; GMRC

2022	Develop sidewalk masterplan	Staff Time	Transp./ GDOT	Transp.
2022-2023	Parking Improvements - Downtown	150,000	General Fund	Properties
2022-2024	Wimpy Mill Park / Creek Trail (Grant Match)	150,000	Hotel/ Motel Tax	Tourism
2022-2024	Filter Module	555,000	Water & Sewer	Water & Sewer
2022-2026	Bridge Maintenance Program	125,000	TSPLOST	Transportation
2022-2026	Streetscape	180,000	TSPLOST	Transportation
2022-2026	Crosswalk/Sidewalk Program	200,000	TSPLOST	Transportation
2022-2026	Cemetery Improvements	240,000	Cemetery Fund	Cemetery
2022-2026	City-owned Facilities and Properties Program/ Needs Assessment	300,000	General Fund	Properties
2022-2026	Bridge Lighting	345,000	General Fund	Properties
2022-2026	W/S Line Extensions (SPLOST)	2,281,760	SPLOST	Water & Sewer
2022-2026	W/S Line Replacements - Other	500,000	Water & Sewer	Water & Sewer
2022-2026	Meter Replacement Program	180,000	Water & Sewer	Water & Sewer
2022-2026	Reservoir Dredging Program	270,000	Water & Sewer	Water & Sewer
2022-2026	Lift Station Improvements/Pump Replacements	450,000	Water & Sewer	Water & Sewer
2023	Develop guidebook highlighting recommended compatible infill	\$10,000	City, DCA	Planning Dept.; GMRC
2023	Develop a comprehensive housing inventory	Staff Time	General Fund	Planning
2023	Develop Bicycle and Pedestrian Plan for the City	\$10,000	City; GDOT	Engineering
2023	Develop a comprehensive housing study (with Dahlonge and UNG)	25,000	DCA	Planning/ GMRC
2023	Develop neighborhood revitalization plan for Greenbriar and Riley Rd area	\$5,000	City, DCA	Planning Dept.; GMRC
2023	Morrison Moore Pedestrian Bridge	270,000	TSPLOST/IG	Transp.
2023	Sidewalk Construction - Wimpy Mill (Bridge/MMoore)	200,000	TSPLOST	Transp.
2023	Cemetery Columbarium	60,000	General Fund	Cemetery
2023	Shop Facility (Public Works)	125,000	General Fund	Properties
2023	2-Door Pickup Truck (Public Works Admin)	30,000	General Fund	Public Works
2023	Telescopic Lift (Streets)	120,000	General Fund	Public Works
2023	Wimpy Mill Park - Pavillion, Decks, Gazebo	250,000	Hotel/ Motel Tax	Tourism
2023	Water Main Replacement - Deer Run	601,250	Water & Sewer	Water & Sewer
2023	Retaining Wall (D&C Shop)	85,000	Water & Sewer	Water & Sewer
2023	Shed (D&C Shop)	60,000	Water & Sewer	Water & Sewer

2023	Torrington (Koyo) Lift Station Rehabilitation	556,000	Water & Sewer	Water & Sewer
2023	Lime Tank/Feed System	375,000	Water & Sewer	Water & Sewer
2023	Pickup Truck 4x4	40,000	Solid Waste Fund	Sanitation
2023	Storm Drain Repair - Golden Avenue	200,000	SPLOST	Stormwater
2023	Storm Pipe Jetter	85,000	SPLOST	Stormwater
2023	Adopt a formal Communications Policy that emphasizes public relations	Staff Time	General Fund	Admin
2023	Assess blocks & neighborhoods adjoining UNG campus	Staff Time	General Fund	Planning
2023	Consider performance measures (or similar) for annual budgeting and project planning	Staff Time	General Fund	Admin
2023	Create an Economic Blueprint Strategy	30,000	EDA	Tourism/ DDA/ GMRC
2023	Develop property assessments for downtown commercial lots (to assist with adaptive reuse)	Staff Time	General Fund	Planning/ DDA
2023	Find, and promote, existing and potential partnerships between UNG and the local business community	Staff Time	General Fund	Tourism/ DDA
2023	Host regular "State of downtowns" forum with Main Street and other support agencies	Staff Time	General Fund	Tourism/ DDA
2023	Study potential for incubator	Staff Time	General Fund	Tourism/ DDA/ Planning
2023	Storm Water Master Plan	\$50,000	City, GEFA	City, Public Works
2023-2024	4-Door Pickup Truck 4x4 (Public Works)	68,000	General Fund	Public Works
2023-2026	Vehicle - Marked Truck for Public Safety	150,000	General Fund	Public Safety
2024	City Park Improvements/Playground Equipment	120,000	General Fund	Parks
2024	Wimpy Mill Creek Overlooks	60,000	Hotel/ Motel Tax	Tourism
2024	Water Main Replacement - Happy Hollow/GA 52	2,000,000	Water & Sewer	Water & Sewer
2024	Dump Truck (D&C)	160,000	Water & Sewer	Water & Sewer
2024	Bar Screen (Replacement)	285,000	Water & Sewer	Water & Sewer
2024	Computer and Software Updates (SCADA)	35,000	Water & Sewer	Water & Sewer
2024	Storm Drain Repair - West Circle	100,000	SPLOST	Stormwater
2024	Create Gateway Masterplan	25,000	General Fund/ DCA	Planning/ GMRC
2024	Develop neighborhood-scale planning	Staff Time	General Fund	Planning
2024	Establish/ Review performance measures for police and fire in residential districts	Staff Time	Fire/ Police	Fire/ Police
2024	Study demand and opportunities for new public art and historical pieces	Staff Time	General Fund	Planning
2024	Update long-term capital improvement plans for all departments	Staff Time	General Fund	Admin
2024-	Sanitary Sewer Replacement - Park Street	1,150,000	Water & Sewer	Water & Sewer

2025				
2024-2025	Water Main Replacement - Park Street	850,000	Water & Sewer	Water & Sewer
2025	Storm Drain Repair - Park Street	1,200,000	SPLOST	Stormwater
2025	Create land use compatibility guide for catchment areas around the city	Staff Time	General Fund	Planning
2025	Develop cost-benefit analysis for new development	15,000	General Fund/ DCA	Planning/ GMRC
2025-2026	Transportation Projects (To Be Identified)	1,350,000	TSPLOST	Transp.
2025-2026	Tourism Projects (To Be Identified)	134,554	Hotel/ Motel Tax	Tourism
2025-2026	Mountain Bike Trail (Grant Match)	80,000	Hotel/ Motel Tax	Tourism
2026	Madeline Anthony Overlook	20,000	Hotel/ Motel Tax	Tourism
2026	Gravity Sewer - Crown Mtn Dr/Pizza Hut	240,000	Water & Sewer	Water & Sewer
2026	Portable By-Pass Pump	100,000	Water & Sewer	Water & Sewer
2026	500KW Generator	225,000	Water & Sewer	Water & Sewer
2026	Bacteria Laboratory (State Certified)	50,000	Water & Sewer	Water & Sewer
2026	Storm Drain Repair - Johnson Street	452,000	SPLOST	Stormwater
2026	Promote a Campus Design Initiative (or similar effort)	Staff Time	General Fund	Planning

APPENDICES

5

Population and Demographic Profile
Area Labor Profile for Lumpkin County
Summary of Comprehensive Plan Survey Results
Sample Records of Public Involvement
Quality Community Objectives Assessment
SWOC Assessment – GMRC Digital Economy Plan

Population and Demographic Profile



Community Profile

Dahlonega City, GA
 Dahlonega City, GA (1321240)
 Geography: Place

Prepared by Esri

	Dahlonega cit...
Population Summary	
2000 Total Population	3,998
2010 Total Population	5,339
2021 Total Population	7,079
2021 Group Quarters	2,182
2026 Total Population	7,403
2021-2026 Annual Rate	0.90%
2021 Total Daytime Population	9,129
Workers	5,527
Residents	3,602
Household Summary	
2000 Households	1,225
2000 Average Household Size	2.60
2010 Households	1,602
2010 Average Household Size	2.28
2021 Households	1,829
2021 Average Household Size	2.68
2026 Households	1,945
2026 Average Household Size	2.68
2021-2026 Annual Rate	1.24%
2010 Families	854
2010 Average Family Size	2.82
2021 Families	978
2021 Average Family Size	3.41
2026 Families	1,033
2026 Average Family Size	3.44
2021-2026 Annual Rate	1.10%
Housing Unit Summary	
2000 Housing Units	1,406
Owner Occupied Housing Units	44.2%
Renter Occupied Housing Units	42.9%
Vacant Housing Units	12.9%
2010 Housing Units	1,951
Owner Occupied Housing Units	35.0%
Renter Occupied Housing Units	47.1%
Vacant Housing Units	17.9%
2021 Housing Units	2,234
Owner Occupied Housing Units	38.9%
Renter Occupied Housing Units	43.0%
Vacant Housing Units	18.1%
2026 Housing Units	2,382
Owner Occupied Housing Units	39.0%
Renter Occupied Housing Units	42.6%
Vacant Housing Units	18.3%
Median Household Income	
2021	\$40,041
2026	\$40,250
Median Home Value	
2021	\$231,915
2026	\$256,203
Per Capita Income	
2021	\$19,198
2026	\$20,261
Median Age	
2010	23.8
2021	25.4
2026	26.8

Data Note: Household population includes persons not residing in group quarters. Average Household Size is the household population divided by total households. Persons in families include the householder and persons related to the householder by birth, marriage, or adoption. Per Capita Income represents the income received by all persons aged 15 years and over divided by the total population.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.



Community Profile

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 Dahlonega City, GA (1321240)
 Geography: Place

Prepared by Esri

Dahlonega cit...

2021 Households by Income

Household Income Base	1,830
<\$15,000	18.9%
\$15,000 - \$24,999	16.3%
\$25,000 - \$34,999	11.3%
\$35,000 - \$49,999	8.9%
\$50,000 - \$74,999	16.5%
\$75,000 - \$99,999	11.4%
\$100,000 - \$149,999	11.7%
\$150,000 - \$199,999	2.2%
\$200,000+	2.8%
Average Household Income	\$58,973

2026 Households by Income

Household Income Base	1,944
<\$15,000	18.0%
\$15,000 - \$24,999	16.3%
\$25,000 - \$34,999	11.7%
\$35,000 - \$49,999	9.8%
\$50,000 - \$74,999	16.7%
\$75,000 - \$99,999	11.0%
\$100,000 - \$149,999	11.6%
\$150,000 - \$199,999	2.3%
\$200,000+	2.7%
Average Household Income	\$61,224

2021 Owner Occupied Housing Units by Value

Total	868
<\$50,000	3.9%
\$50,000 - \$99,999	6.2%
\$100,000 - \$149,999	9.4%
\$150,000 - \$199,999	20.0%
\$200,000 - \$249,999	16.2%
\$250,000 - \$299,999	13.2%
\$300,000 - \$399,999	9.9%
\$400,000 - \$499,999	8.3%
\$500,000 - \$749,999	10.8%
\$750,000 - \$999,999	1.7%
\$1,000,000 - \$1,499,999	0.1%
\$1,500,000 - \$1,999,999	0.0%
\$2,000,000 +	0.0%
Average Home Value	\$281,768

2026 Owner Occupied Housing Units by Value

Total	929
<\$50,000	2.4%
\$50,000 - \$99,999	4.4%
\$100,000 - \$149,999	7.5%
\$150,000 - \$199,999	18.2%
\$200,000 - \$249,999	15.7%
\$250,000 - \$299,999	14.3%
\$300,000 - \$399,999	11.6%
\$400,000 - \$499,999	9.7%
\$500,000 - \$749,999	14.0%
\$750,000 - \$999,999	2.2%
\$1,000,000 - \$1,499,999	0.0%
\$1,500,000 - \$1,999,999	0.0%
\$2,000,000 +	0.0%
Average Home Value	\$310,468

Data Note: Income represents the preceding year, expressed in current dollars. Household income includes wage and salary earnings, interest dividends, net rents, pensions, SSI and welfare payments, child support, and alimony.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.



Community Profile

Dahlonega City, GA
 Dahlonega City, GA (1321240)
 Geography: Place

Prepared by Esri

Dahlonega cit...

2010 Population by Age	
Total	5,339
0 - 4	3.2%
5 - 9	2.9%
10 - 14	3.3%
15 - 24	46.9%
25 - 34	8.8%
35 - 44	5.6%
45 - 54	8.1%
55 - 64	8.1%
65 - 74	7.2%
75 - 84	4.1%
85 +	1.6%
18 +	88.9%
2021 Population by Age	
Total	7,078
0 - 4	3.1%
5 - 9	3.2%
10 - 14	3.2%
15 - 24	40.1%
25 - 34	12.6%
35 - 44	7.3%
45 - 54	7.2%
55 - 64	8.4%
65 - 74	8.1%
75 - 84	4.9%
85 +	1.9%
18 +	89.0%
2026 Population by Age	
Total	7,401
0 - 4	3.1%
5 - 9	3.2%
10 - 14	3.3%
15 - 24	38.5%
25 - 34	9.5%
35 - 44	10.5%
45 - 54	7.7%
55 - 64	7.4%
65 - 74	8.7%
75 - 84	6.1%
85 +	2.1%
18 +	88.7%
2010 Population by Sex	
Males	2,631
Females	2,708
2021 Population by Sex	
Males	3,486
Females	3,592
2026 Population by Sex	
Males	3,650
Females	3,751

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.



Community Profile

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 Geography: Place

Prepared by Esri

Dahlonega cit...

2010 Population by Race/Ethnicity

Total	5,339
White Alone	91.2%
Black Alone	3.1%
American Indian Alone	0.4%
Asian Alone	1.1%
Pacific Islander Alone	0.1%
Some Other Race Alone	2.1%
Two or More Races	1.9%
Hispanic Origin	6.0%
Diversity Index	26.2

2021 Population by Race/Ethnicity

Total	7,080
White Alone	88.9%
Black Alone	3.6%
American Indian Alone	0.5%
Asian Alone	1.7%
Pacific Islander Alone	0.1%
Some Other Race Alone	2.9%
Two or More Races	2.3%
Hispanic Origin	7.8%
Diversity Index	32.1

2026 Population by Race/Ethnicity

Total	7,403
White Alone	87.8%
Black Alone	4.1%
American Indian Alone	0.5%
Asian Alone	1.9%
Pacific Islander Alone	0.1%
Some Other Race Alone	3.1%
Two or More Races	2.4%
Hispanic Origin	8.5%
Diversity Index	34.8

2010 Population by Relationship and Household Type

Total	5,339
In Households	68.4%
In Family Households	46.3%
Householder	16.0%
Spouse	12.3%
Child	14.7%
Other relative	2.1%
Nonrelative	1.1%
In Nonfamily Households	22.1%
In Group Quarters	31.6%
Institutionalized Population	4.1%
Noninstitutionalized Population	27.6%

Data Note: Persons of Hispanic Origin may be of any race. The Diversity Index measures the probability that two people from the same area will be from different race/ethnic groups.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.



Community Profile

Dahlonega City, GA
 Dahlonega City, GA (1321240)
 Geography: Place

Prepared by Esri

Dahlonega cit...

2021 Population 25+ by Educational Attainment

Total	3,571
Less than 9th Grade	4.0%
9th - 12th Grade, No Diploma	4.9%
High School Graduate	17.6%
GED/Alternative Credential	2.8%
Some College, No Degree	25.7%
Associate Degree	7.8%
Bachelor's Degree	24.7%
Graduate/Professional Degree	12.6%

2021 Population 15+ by Marital Status

Total	6,414
Never Married	52.8%
Married	36.0%
Widowed	5.8%
Divorced	5.5%

2021 Civilian Population 16+ in Labor Force

Civilian Population 16+	3,453
Population 16+ Employed	97.0%
Population 16+ Unemployment rate	3.0%
Population 16-24 Employed	44.4%
Population 16-24 Unemployment rate	2.5%
Population 25-54 Employed	41.3%
Population 25-54 Unemployment rate	4.1%
Population 55-64 Employed	10.4%
Population 55-64 Unemployment rate	0.0%
Population 65+ Employed	3.8%
Population 65+ Unemployment rate	5.2%

2021 Employed Population 16+ by Industry

Total	3,349
Agriculture/Mining	2.2%
Construction	4.7%
Manufacturing	6.8%
Wholesale Trade	1.0%
Retail Trade	19.6%
Transportation/Utilities	1.4%
Information	0.7%
Finance/Insurance/Real Estate	2.0%
Services	56.1%
Public Administration	5.4%

2021 Employed Population 16+ by Occupation

Total	3,349
White Collar	59.7%
Management/Business/Financial	9.3%
Professional	24.2%
Sales	12.0%
Administrative Support	14.3%
Services	21.9%
Blue Collar	18.3%
Farming/Forestry/Fishing	0.0%
Construction/Extraction	3.2%
Installation/Maintenance/Repair	2.1%
Production	5.8%
Transportation/Material Moving	7.3%

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.



Community Profile

Dahlonega City, GA
 Dahlonega City, GA (1321240)
 Geography: Place

Prepared by Esri

	Dahlonega cit...
2010 Households by Type	
Total	1,602
Households with 1 Person	28.3%
Households with 2+ People	71.7%
Family Households	53.3%
Husband-wife Families	41.1%
With Related Children	13.6%
Other Family (No Spouse Present)	12.2%
Other Family with Male Householder	3.9%
With Related Children	1.4%
Other Family with Female Householder	8.3%
With Related Children	4.9%
Nonfamily Households	18.4%
All Households with Children	20.3%
Multigenerational Households	3.8%
Unmarried Partner Households	5.7%
Male-female	5.1%
Same-sex	0.6%
2010 Households by Size	
Total	1,602
1 Person Household	28.3%
2 Person Household	40.2%
3 Person Household	15.7%
4 Person Household	10.4%
5 Person Household	3.6%
6 Person Household	1.0%
7 + Person Household	0.8%
2010 Households by Tenure and Mortgage Status	
Total	1,602
Owner Occupied	42.6%
Owned with a Mortgage/Loan	25.7%
Owned Free and Clear	17.0%
Renter Occupied	57.4%
2021 Affordability, Mortgage and Wealth	
Housing Affordability Index	107
Percent of Income for Mortgage	24.4%
Wealth Index	54
2010 Housing Units By Urban/ Rural Status	
Total Housing Units	1,951
Housing Units Inside Urbanized Area	0.0%
Housing Units Inside Urbanized Cluster	72.3%
Rural Housing Units	27.7%
2010 Population By Urban/ Rural Status	
Total Population	5,339
Population Inside Urbanized Area	0.0%
Population Inside Urbanized Cluster	83.0%
Rural Population	17.0%

Data Note: Households with children include any households with people under age 18, related or not. Multigenerational households are families with 3 or more parent-child relationships. Unmarried partner households are usually classified as nonfamily households unless there is another member of the household related to the householder. Multigenerational and unmarried partner households are reported only to the tract level. Esri estimated block group data, which is used to estimate polygons or non-standard geography.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.



Community Profile

Dahlonega City, GA
 Dahlonega City, GA (1321240)
 Geography: Place

Prepared by Esri

Dahlonega cit...

Top 3 Tapestry Segments

1.	College Towns (14B)
2.	Set to Impress (11D)
3.	Midlife Constants (5E)

2021 Consumer Spending

Apparel & Services: Total \$	\$2,579,893
Average Spent	\$1,410.55
Spending Potential Index	67
Education: Total \$	\$2,109,772
Average Spent	\$1,153.51
Spending Potential Index	67
Entertainment/Recreation: Total \$	\$3,835,263
Average Spent	\$2,096.92
Spending Potential Index	65
Food at Home: Total \$	\$6,511,782
Average Spent	\$3,560.30
Spending Potential Index	65
Food Away from Home: Total \$	\$4,601,706
Average Spent	\$2,515.97
Spending Potential Index	66
Health Care: Total \$	\$7,412,763
Average Spent	\$4,052.90
Spending Potential Index	65
HH Furnishings & Equipment: Total \$	\$2,648,113
Average Spent	\$1,447.85
Spending Potential Index	64
Personal Care Products & Services: Total \$	\$1,072,279
Average Spent	\$586.27
Spending Potential Index	65
Shelter: Total \$	\$23,778,505
Average Spent	\$13,000.82
Spending Potential Index	65
Support Payments/Cash Contributions/Gifts in Kind: Total \$	\$2,784,292
Average Spent	\$1,522.30
Spending Potential Index	64
Travel: Total \$	\$2,844,200
Average Spent	\$1,555.06
Spending Potential Index	62
Vehicle Maintenance & Repairs: Total \$	\$1,378,048
Average Spent	\$753.44
Spending Potential Index	68

Data Note: Consumer spending shows the amount spent on a variety of goods and services by households that reside in the area. Expenditures are shown by broad budget categories that are not mutually exclusive. Consumer spending does not equal business revenue. Total and Average Amount Spent Per Household represent annual figures. The Spending Potential Index represents the amount spent in the area relative to a national average of 100.

Source: Consumer Spending data are derived from the 2018 and 2019 Consumer Expenditure Surveys, Bureau of Labor Statistics. Esri.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.

Area Labor Profile for Lumpkin County



Georgia

Area Labor Profile

Lumpkin

County



Updated: Dec 2021

Labor Force Activity - 2020

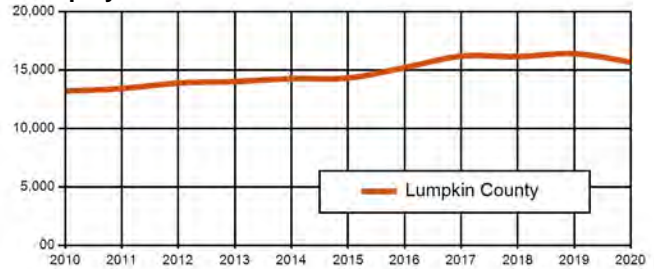
2020 ANNUAL AVERAGES

	Labor Force	Employed	Unemployed	Rate
Lumpkin	16,463	15,671	792	4.8%
Dawson	12,319	11,735	584	4.7%
Fannin	11,066	10,542	524	4.7%
Hall	101,949	97,133	4,816	4.7%
Union	10,464	10,006	458	4.4%
White	16,197	15,491	706	4.4%
Lumpkin Area	168,458	160,578	7,880	4.7%
Georgia	5,072,155	4,741,191	330,964	6.5%
United States	160,742,000	147,795,000	12,947,000	8.1%

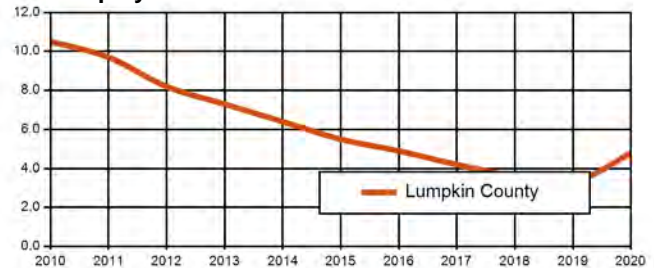
Note: This series reflects the latest information available. Labor Force includes residents of the county who are employed or actively seeking employment.

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

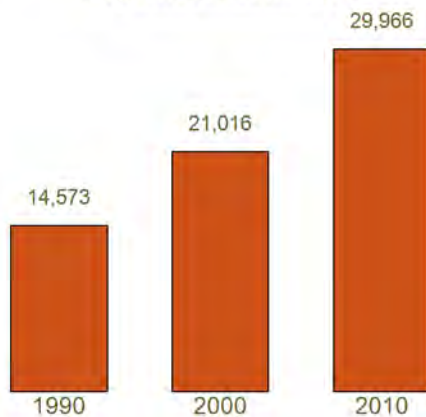
Employment Trends



Unemployment Rate Trends



Population Estimates



Population

	2010 Census	2020 Rank	2020 Estimate	% Change 2010-2020	2025 Projected*	% Change 2010-2025
Lumpkin	29,966	55	34,186	14.1	36,027	20.2
City of Dahlonega	5,242					
Lumpkin Area	304,162		350,863	15.4	374,899	23.3
Georgia	9,687,653		10,710,017	10.6	11,335,283	17.0
United States	308,745,538		329,484,123	6.7	349,439,199	13.2

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

MARK BUTLER - COMMISSIONER, GEORGIA DEPARTMENT OF LABOR
Equal Opportunity Employer/Program

Auxiliary Aids and Services Available upon Request to Individuals with Disabilities

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

Industry Mix - 2nd Quarter of 2021

INDUSTRY	Lumpkin				Lumpkin Area			
	NUMBER OF FIRMS	EMPLOYMENT NUMBER	EMPLOYMENT PERCENT	WEEKLY WAGE	NUMBER OF FIRMS	EMPLOYMENT NUMBER	EMPLOYMENT PERCENT	WEEKLY WAGE
Goods-Producing	101	1,007	13.1	928	1,479	30,195	23.3	1,001
Agriculture, Forestry, Fishing and Hunting	3	19	0.2	485	65	955	0.7	872
Mining, Quarrying, and Oil and Gas Extraction	1	*	*	*	8	110	0.1	1,419
Construction	64	370	4.8	945	963	6,724	5.2	1,039
Manufacturing	33	599	7.8	925	443	22,407	17.3	993
Food	4	70	0.9	524	58	10,129	7.8	871
Beverage and Tobacco Product	6	94	1.2	450	26	546	0.4	940
Textile Product Mills	2	*	*	*	8	25	0.0	440
Apparel	1	*	*	*	6	*	*	*
Wood Product	1	*	*	*	24	456	0.4	750
Petroleum and Coal Products	1	*	*	*	3	6	0.0	1,188
Chemical	1	*	*	*	24	797	0.6	1,281
Primary Metal	1	*	*	*	7	548	0.4	1,396
Fabricated Metal Product	5	*	*	*	65	1,806	1.4	1,136
Computer and Electronic Product	1	*	*	*	13	209	0.2	1,255
Electrical Equipment, Appliance, and Component	2	*	*	*	12	336	0.3	1,147
Transportation Equipment	2	*	*	*	21	2,418	1.9	1,025
Furniture and Related Product	3	13	0.2	700	23	201	0.2	822
Miscellaneous	3	17	0.2	428	40	511	0.4	883
Leather and Allied Product	0	0	0.0	0	1	*	*	*
Paper	0	0	0.0	0	1	*	*	*
Textile Mills	0	0	0.0	0	5	293	0.2	1,031
Plastics and Rubber Products	0	0	0.0	0	20	651	0.5	956
Nonmetallic Mineral Product	0	0	0.0	0	25	265	0.2	1,060
Printing and Related Support Activities	0	0	0.0	0	27	453	0.3	964
Machinery	0	0	0.0	0	34	2,568	2.0	1,189
Service-Providing	460	4,345	56.3	635	7,116	81,418	62.8	923
Utilities	4	42	0.5	1,121	16	271	0.2	1,381
Wholesale Trade	16	118	1.5	1,250	441	5,776	4.5	1,216
Retail Trade	83	899	11.7	585	1,260	16,602	12.8	662
Transportation and Warehousing	18	112	1.5	797	247	4,005	3.1	1,163
Information	9	45	0.6	1,168	94	677	0.5	1,254
Finance and Insurance	24	103	1.3	1,566	472	3,012	2.3	1,681
Real Estate and Rental and Leasing	34	88	1.1	568	405	1,034	0.8	839
Professional, Scientific, and Technical Services	60	270	3.5	654	753	3,412	2.6	1,303
Management of Companies and Enterprises	0	*	*	*	24	1,379	1.1	1,974
Administrative and Support and Waste Management and Remediation Services	31	152	2.0	675	494	7,860	6.1	607
Educational Services	6	*	*	*	68	2,441	1.9	566
Health Care and Social Assistance	70	1,034	13.4	786	904	17,299	13.3	1,222
Arts, Entertainment, and Recreation	9	117	1.5	651	138	1,578	1.2	2,043
Accommodation and Food Services	65	1,179	15.3	360	754	13,024	10.0	423
Other Services (except Public Administration)	31	165	2.1	534	518	2,682	2.1	652
Unclassified - industry not assigned	46	25	0.3	1,572	528	367	0.3	1,081
Total - Private Sector	607	5,377	69.7	694	8,595	111,613	86.1	944
Total - Government	21	2,338	30.3	985	258	18,008	13.9	917
Federal Government	4	82	1.1	1,250	46	735	0.6	1,433
State Government	11	*	*	*	96	4,582	3.5	868
Local Government	6	963	12.5	921	116	12,691	9.8	905
ALL INDUSTRIES	628	7,715	100.0	782	8,853	129,623	100.0	941
ALL INDUSTRIES - Georgia					336,630	4,430,045		1,139

Note: *Denotes confidential data relating to individual employers and cannot be released. These data use the North American Industrial Classification System (NAICS) categories. Average weekly wage is derived by dividing gross payroll dollars paid to all employees - both hourly and salaried - by the average number of employees who had earnings; average earnings are then divided by the number of weeks in a reporting period to obtain weekly figures. Figures in other columns may not sum accurately due to rounding. All figures are 2nd Quarter of 2021.

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

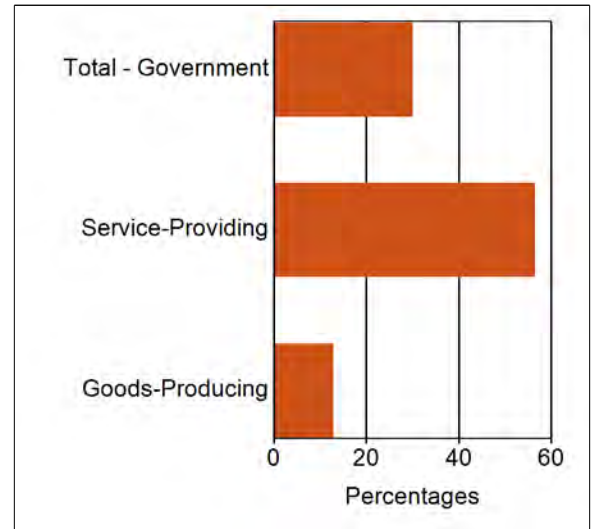
Lumpkin Per Capita Income

Source: U.S. Bureau of Economic Analysis



Lumpkin Industry Mix 2021

Source: See Industry Mix data on Page 2.



Top Ten Largest Employers - 2021*

Lumpkin

Dress Up Boutique
 Koyo Bearings USA, LLC
 Montaluce Management, LLC
 Mt Sinai Wellness Center, LLC
 North Georgia College
 Northeast Georgia Medical Center
 RefrigiWear, Inc.
 The Home Depot
 University of North Georgia
 Walmart

Lumpkin Area

Cottrell, Inc.
 Fieldale Farms Corporation
 Foundation Food Group
 Kubota Manufacturing of America Corporation
 Northeast Georgia Medical Center, Inc.
 Northeast Georgia Physicians Group
 Pilgrim's Pride Corporation
 University of North Georgia
 Walmart
 Wrigley Manufacturing Co, LLC

COUNTY

Hall
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*Note: Represents employment covered by unemployment insurance excluding all government agencies except correctional institutions, state and local hospitals, state colleges and universities. Data shown for the Second Quarter of 2021. Employers are listed alphabetically by area, not by the number of employees.

Source: Georgia Department of Labor

Education of the Labor Force

Lumpkin Area

PERCENT DISTRIBUTION BY AGE

	PERCENT OF TOTAL	PERCENT DISTRIBUTION BY AGE				
		18-24	25-34	35-44	45-64	65+
Elementary	8.9%	5.4%	10.0%	9.3%	6.9%	13.9%
Some High School	13.0%	21.7%	13.3%	11.5%	10.1%	13.8%
High School Grad/GED	33.0%	33.9%	32.8%	32.6%	33.6%	31.5%
Some College	21.2%	31.9%	21.5%	18.7%	20.7%	17.2%
College Grad 2 Yr	5.7%	3.2%	5.7%	7.3%	6.9%	3.5%
College Grad 4 Yr	11.6%	3.8%	11.7%	13.9%	13.1%	11.4%
Post Graduate Studies	6.6%	0.1%	4.9%	6.7%	8.7%	8.6%
Totals	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

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

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

High School Graduates - 2020



	PUBLIC SCHOOLS	PRIVATE SCHOOLS*	TOTAL
Dawson	263	--	263
Fannin	217	--	217
Hall	2,431	--	2,431
Lumpkin	243	--	243
Union	197	--	197
White	244	--	244
Lumpkin Area	3,595	--	3,595

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

* Private schools data is not available for 2020 from Georgia Independent School Association.

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

Colleges and Universities

Lumpkin Area

Lumpkin

University of North Georgia (Main Campus) ung.edu/

Hall

University of North Georgia (Gainesville Campus) ung.edu/campuses/gainesville/index.php

Brenau University www.brenau.edu

Interactive College of Technology (Gainesville Campus) www.ict.edu/

Lanier Technical College www.laniertech.edu

Dawson

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

Union

Blairsville Campus (Satellite campus of North Georgia Technical College) www.northgatech.edu

White

Truett McConnell University www.truett.edu

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

Source: Integrated Postsecondary Education Data System (IPEDS).

Technical College Graduates - 2020*

PROGRAMS	TOTAL GRADUATES			PERCENT CHANGE	
	2018	2019	2020	2018-2019	2019-2020
Accounting Technology/Technician and Bookkeeping°	88	107	107	21.6	0.0
Administrative Assistant and Secretarial Science, General	28	19	14	-32.1	-26.3
Aesthetician/Esthetician and Skin Care Specialist°	32	30	33	-6.3	10.0
Allied Health and Medical Assisting Services, Other°	14	30	13	114.3	-56.7
Architectural Drafting and Architectural CAD/CADD°	1	2	4	100.0	100.0
Autobody/Collision and Repair Technology/Technician°	84	68	60	-19.0	-11.8
Automobile/Automotive Mechanics Technology/Technician°	220	181	179	-17.7	-1.1
Business Administration and Management, General°	82	70	117	-14.6	67.1
CAD/CADD Drafting and/or Design Technology/Technician°	11	19	21	72.7	10.5
Child Care Provider/Assistant°	111	108	103	-2.7	-4.6

Technical College Graduates - 2020*

PROGRAMS	TOTAL GRADUATES			PERCENT CHANGE	
	2018	2019	2020	2018-2019	2019-2020
Computer Installation and Repair Technology/Technician°	56	31	5	-44.6	-83.9
Cosmetology/Cosmetologist, General°	138	115	186	-16.7	61.7
Criminal Justice/Safety Studies°	17	60	59	252.9	-1.7
Data Entry/Microcomputer Applications, General°	57	131	73	129.8	-44.3
Data Processing and Data Processing Technology/Technician°	27	13	15	-51.9	15.4
Dental Assisting/Assistant	13	7	10	-46.2	42.9
Design and Visual Communications, General°	33	30	20	-9.1	-33.3
Drafting and Design Technology/Technician, General°	10	19	25	90.0	31.6
Early Childhood Education and Teaching	27	29	32	7.4	10.3
Electrical and Power Transmission Installation/Installer, General°	12	12	13	0.0	8.3
Electrician°	19	15	16	-21.1	6.7
Emergency Medical Technology/Technician (EMT Paramedic)°	95	106	125	11.6	17.9
Fire Prevention and Safety Technology/Technician°	3	8	1	166.7	-87.5
Fire Science/Fire-fighting°	14	36	28	157.1	-22.2
Fire Services Administration	2	6	3	200.0	-50.0
Graphic Design°	14	12	3	-14.3	-75.0
Health Information/Medical Records Technology/Technician°	10	22	21	120.0	-4.5
Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/°	38	48	47	26.3	-2.1
Industrial Mechanics and Maintenance Technology°	128	199	204	55.5	2.5
Interior Design°	27	23	44	-14.8	91.3
Licensed Practical/Vocational Nurse Training	28	35	34	25.0	-2.9
Machine Shop Technology/Assistant°	58	54	50	-6.9	-7.4
Mechanic and Repair Technologies/Technicians, Other	5	4	5	-20.0	25.0
Medical Office Assistant/Specialist°	56	66	75	17.9	13.6
Medical/Clinical Assistant	41	45	57	9.8	26.7
Network and System Administration/Administrator°	15	14	14	-6.7	0.0
Nursing Assistant/Aide and Patient Care Assistant/Aide°	94	82	82	-12.8	0.0
Phlebotomy Technician/Phlebotomist°	18	14	15	-22.2	7.1
Professional, Technical, Business, and Scientific Writing°	19	14	31	-26.3	121.4
Radiologic Technology/Science - Radiographer	18	19	17	5.6	-10.5
Surgical Technology/Technologist	31	17	9	-45.2	-47.1
Web Page, Digital/Multimedia and Information Resources Design°	14	10	3	-28.6	-70.0
Welding Technology/Welder°	311	292	232	-6.1	-20.5

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

Source: Technical College System of Georgia

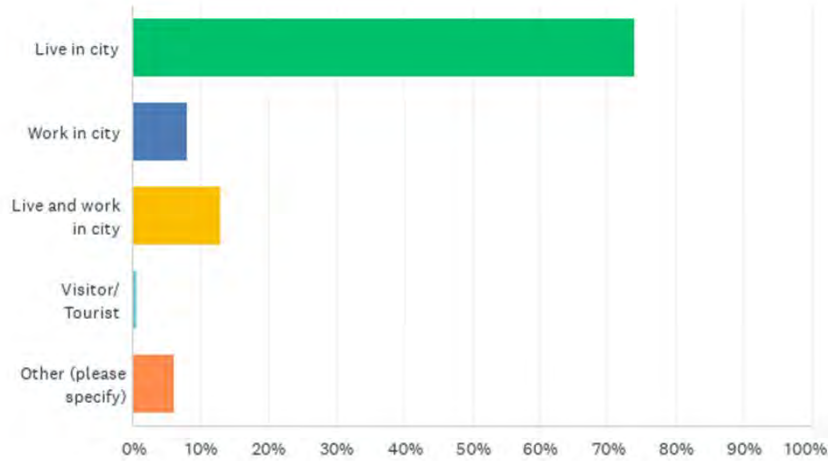
*Data shown represents Annual 2018, 2019, and 2020.

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

Summary of Comprehensive Plan Survey Results

Q1: I am submitting comments for Dahlongega as a:

Answered: 161 Skipped: 2

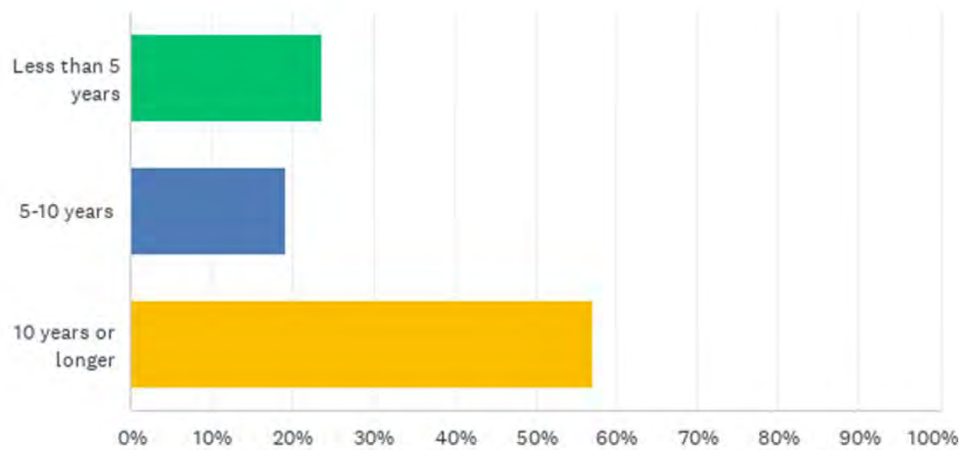


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1

Q2: If you live and/or work in Dahlongega, how long have you been in the area?

Answered: 156 Skipped: 7

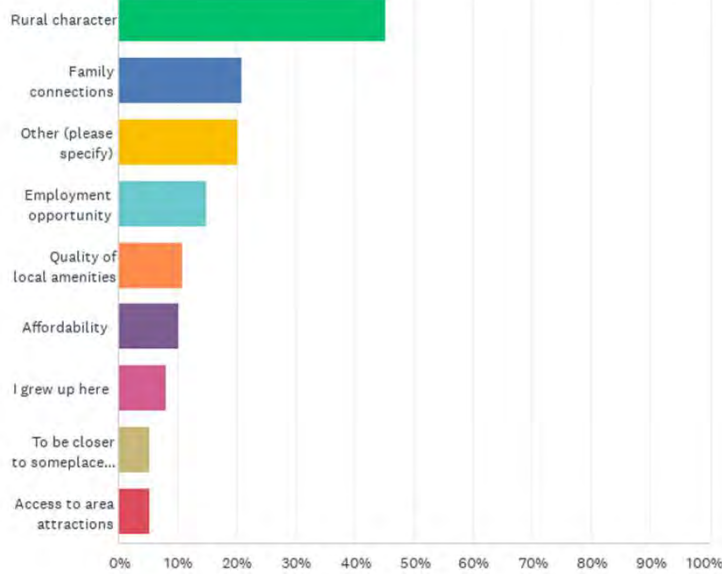


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2

Q3: If you moved from somewhere outside of Lumpkin County please indicate which of the reasons explain your move.

Answered: 148 Skipped: 15

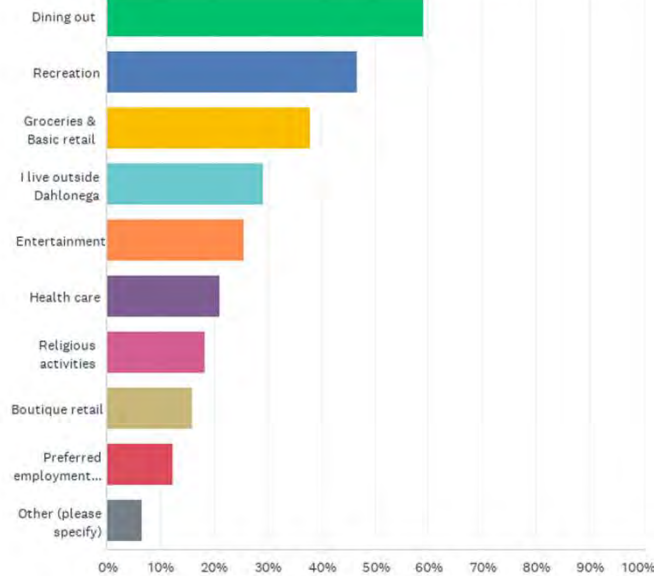


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3

Q4: If you live within Dahlonega, please indicate which of the following activities you do mostly in Dahlonega.

Answered: 137 Skipped: 26

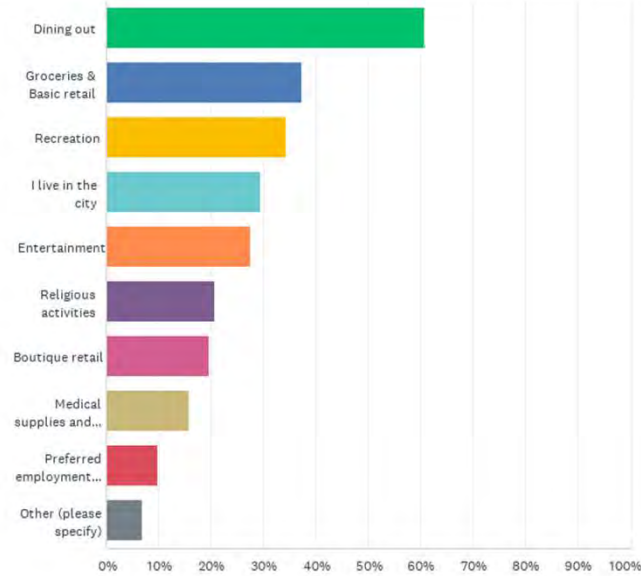


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4

Q5: If you live outside of Dahlonaga, please indicate which of the following activities you do mostly in Dahlonaga.

Answered: 102 Skipped: 61

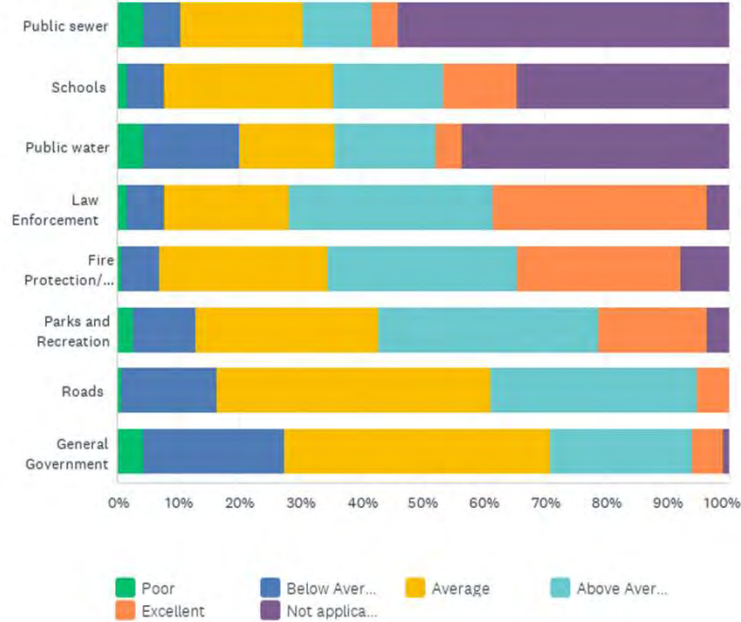


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5

Q6: Please rate your currently level of satisfaction with the following public services:

Answered: 117 Skipped: 46

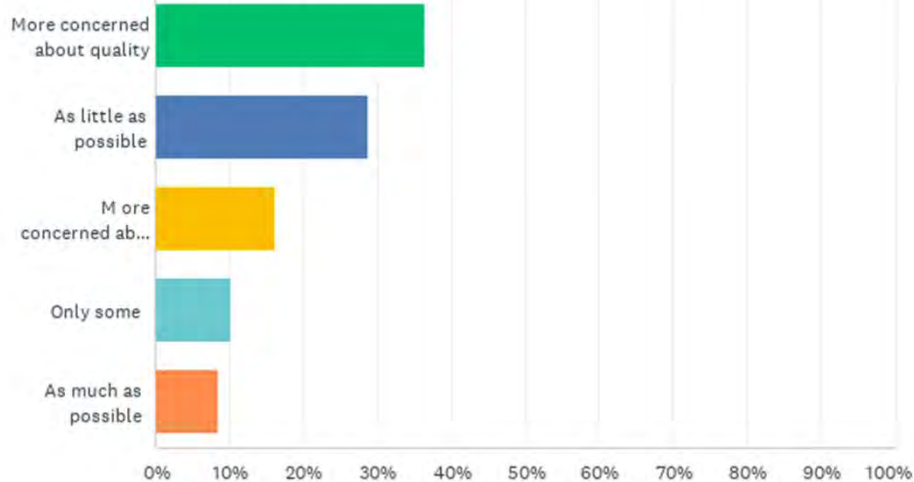


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6

Q7: How much new growth and development should be directed inside, or immediately around, the city limits of Dahlonega?

Answered: 118 Skipped: 45

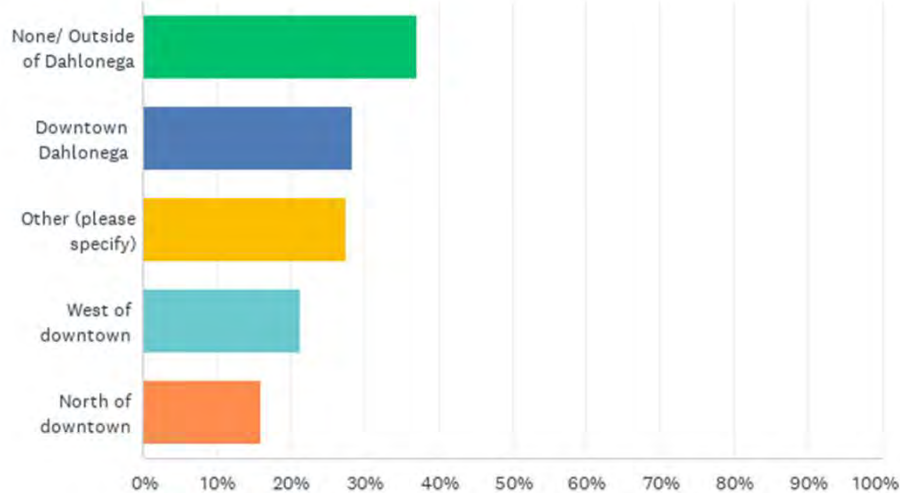


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7

Q8: Any policies or capital investments to try and lure growth and development should be directed toward _____.

Answered: 113 Skipped: 50

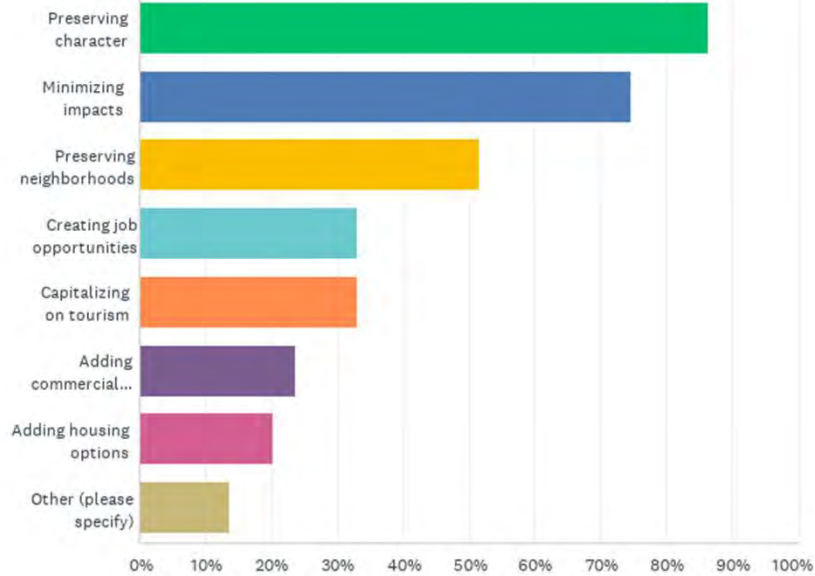


Powered by SurveyMonkey

8

Q9: My priorities regarding any growth and development would be _____ . (Choose all that apply)

Answered: 118 Skipped: 45

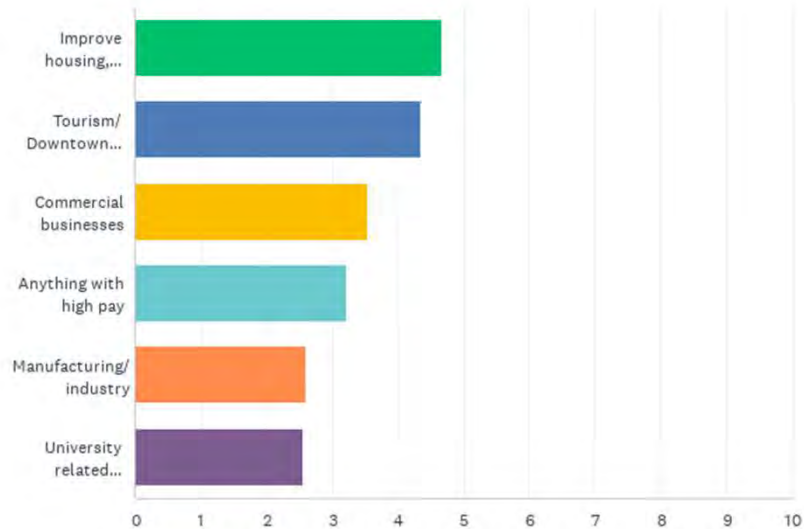


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9

Q12: Rank the following priorities on which Dahlonga should focus with respect to economic development:

Answered: 115 Skipped: 48

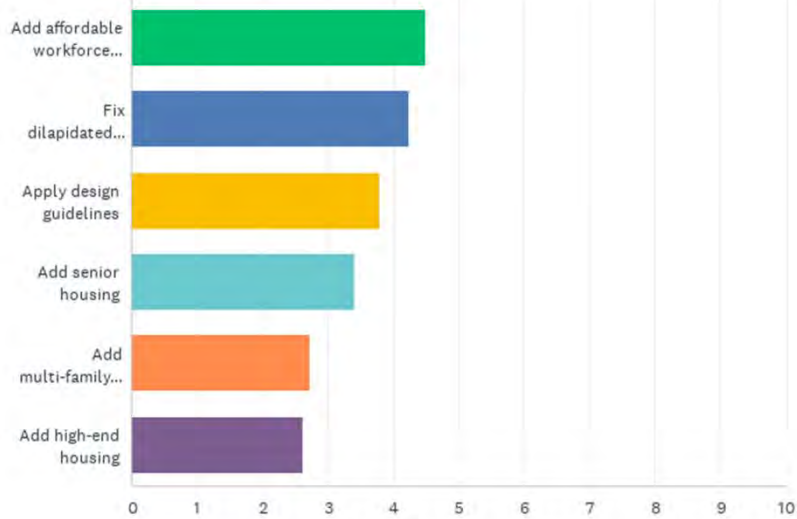


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10

Q14: Using 1 as the most important, rank the following priorities on which Dahlonge should focus with respect to housing:

Answered: 117 Skipped: 46

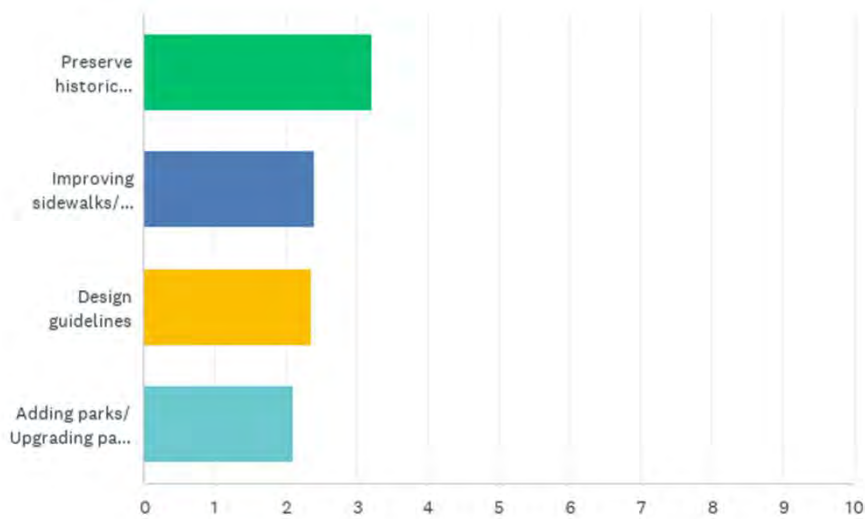


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11

Q16: Rank the following priorities on which Dahlonge should focus with respect to historic and cultural resources:

Answered: 114 Skipped: 49



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12

Sample Records of Public Involvement



CITY OF DAHLONEGA COMPREHENSIVE PLAN
STAKEHOLDER MEETING/ PUBLIC FORUM

Dahlonega ~ 6:30 PM – Monday, December 13, 2021

Please Sign In

Name

Mike Feagin
ROSS SHIRLEY
James T. Gray
Jameson Kinley
JOHN & LESLIE MARINO
KATHERINE JAMES
Dohy McCLUSKEY
JANUS CARROLL

Name

CITY OF DAHLONEGA COMPREHENSIVE PLAN
STAKEHOLDER MEETING/ PUBLIC FORUM

Dahlonega ~ 6:00 PM – Thursday, January 20, 2022

Please Sign In

Name

James Spivey
Jameson Kinley
Jim CARROLL
KATHERINE JAMES
Tom Gordineer
Mike Feagin
Kana Blumenthal
Steve Sylvester
Dorby MacLuskey

Name

CITY OF DAHLONEGA COMPREHENSIVE PLAN
STAKEHOLDER MEETING/ PUBLIC FORUM

Dahlonega ~ 6:00 PM – Tuesday, February 1, 2022

Please Sign In

Name

Name

HHL Williams

Sally Trapnell

Katherine Jones

Gerald & Emily Lewis

Melanie Dunlap

Tom Dunlap

ROSS SHIRLEY

Evelyn Shirley

Joanne Taylor

Jameson Kinley

Dorothy McCluskey

Steve Scoggin

Martha Scoggin

Vanada Phatthana

Deede Formica

Tom Formica

Mike Feagin

LUMPKIN COUNTY & CITY OF DAHLONEGA
COMPREHENSIVE PLAN - PUBLIC FORUM

County Recreation Center ~ 4:00 PM - 10/21/21

Please Sign In

Name

ROBIN HALL

Alan Ours

Jeff Moran

Tracy Sanford

Bob Mayfield

Wade Chandler

Rhett Stringer

Skylar Alexander

Ryan Pligg

Larry Reiter

Mary Catherine Beutel

Delores Jones

Kar Jones

Evelyn Shirley

ROSS SHIRLEY

Yonda Caldwell

Steve Sylvester

Rhonda Hardy

Name

Beal Hardy

LUMPKIN COUNTY & CITY OF DAHLONEGA
COMPREHENSIVE PLAN - PUBLIC FORUM

County Recreation Center ~ 4:00 PM - 11/9/21

Please Sign In

Name

Ruff James

Katherine JAMES

MINI CRANFILL

TUCKER GREENE

Ariel Alexander

FRED WILSON LONG

ROSANN LONG

JAMES CRANFILL

Skylar Alexander

GEORGE ALBERT.

Greg Killeen

Mike Feagin

MARK H. COX

Linda LaChapelle

BOB PULLEN

Jill Kleve

ART Kleve

Melvin Mervin

Name

Michael Letendre

Rebecca Jackson

Jeb Jackson

Charles Lyman

Betty Lyman

Judy Lear

~~Judy Lear~~

Alan Ows

Mary Cuskas

Kathy Beatty

Ed Beatty

Bill Burgess

John Leonard

Angela Gaddis

Rosann Rye

Ashley Tripps

Jim Seaman

Juli Illwood

LUMPKIN COUNTY & CITY OF DAHLONEGA
COMPREHENSIVE PLAN - PUBLIC FORUM

County Recreation Center ~ 4:00 PM – 11/9/21

Please Sign In

Name

Linda & Ed Mannino

Linda Rowland

Tom Vincent

~~John~~

Branda Newman

Sean Newman

Judy Wheeler

Cassie Madd

Lisa Cason

Tim Martin

Kim Gray

Alexis Avery

Diane Miller

Karen Ponder

Ernest Ponder

Gally Drapnell

Derrick Gaddis

Michael Miller

Name

Beal Hardy

Bill Math

John Kirschner

Wayne Gaddis

John Kelly

Mary Anderson

Billy Ellis

Janice Ellis

Eugene Ellis

Butch Wheeler

Lynn Sylvester

Steve Sylvester

TINA MARA

JAY MARA

Quality Community Objectives Assessment

Since 1999 the Board of the Department of Community Affairs has identified various Quality Community Objectives (QCOs) as value statements of the development patterns and options that will help Georgia preserve her unique cultural, natural and historic resources while looking to the future and developing to her fullest potential.

These ten objectives are adapted from generally accepted community development principles to fit the unique qualities of Georgia's cities and counties. Although these objectives are only recommendations, we are convinced that implementing these principles will result in greater efficiency and cost savings for local governments and a higher quality of life for their citizens.

1. Economic Prosperity

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

The City and its partners recognize the importance of a strategic approach to sustaining their strong economy and maintaining the area's vital character. The City of Dahlonega supports the local Chamber of Commerce and also features a nationally recognized Downtown Development Authority as part of ongoing efforts to support economic development for the community. The City also maintains contacts with the Georgia Mountains Regional Commission and the State for pursuit of assistance and outside funding opportunities in support of economic development opportunities. The City's strength remains tourism and support services for UNG.. Studio productions space is a strategic initiative to facilitate additional filming in the North Georgia Region.

2. Resource Management

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

Due to the intrinsic value of the City's historic structures and districts, Dahlonega employs a strong and coordinated set of development policies to preserve and promote its historic properties. The City also maintains contact with the Georgia Mountains Regional Commission and the Department of Natural Resources to work for the protection and promotion of cultural resources in the area. The City of Dahlonega also employs policies and practices related to State Vital Areas, National Wetland Inventory data and other applicable sources to monitor and enforce the preservation of environmentally sensitive areas.

3. Efficient Land Use

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

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

4. Local Preparedness

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

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

5. Sense of Place

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

Due to the intrinsic value of the City's historic structures and districts, Dahlonega employs a strong and coordinated set of development policies to preserve and promote its historic properties. Through this, the Downtown Master Plan, and additional ongoing planning practices the City of Dahlonega is working to preserve and build upon the existing character of the community. The City will regularly monitor development trends and local land use regulations (for both the City and Lumpkin County) to ensure all is being done to maintain the historic sense of community that defines Dahlonega.

6. Regional Cooperation

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

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

7. Housing Options

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

address homelessness issues in the community; or coordinating with local economic development programs to ensure availability of adequate workforce housing in the community.

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

8. Transportation Options

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

Neither the City of Dahlonega nor Lumpkin County has an active, comprehensive transportation planning program. However, both of these local governments communicate their concerns and issues to the regional GDOT office and both communities participate in the public involvement process for the Statewide Transportation Improvement Program (STIP) as able. As the region grows, additional transportation planning would be considered a necessity.

9. Educational Opportunities

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

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

10. Community Health

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

The City of Dahlonega works with Chestatee Regional Hospital and the Lumpkin County Department of Public Health to ensure access for quality health care facilities and programs for area residents. The City also works with Lumpkin County and other partners to monitor residents' needs and requests in providing access to these services as the area grows.

SWOC Assessment – GMRC Digital Economy Plan

	Strengths	Weaknesses	Opportunities	Challenges
Workforce/ Education	Higher Educational Institutions – University of North Georgia, Brenau, North Georgia Technical School, Lanier Technical School,	Limited existing hi-tech labor force	Economic and demographic growth of metro Atlanta	Attraction/ Retention of top technology talent
	Faster Business Start-up Time	Low family income	Job fairs held within the region by GMRC Workforce Development	Competition from other metro areas
	Dawson GigCenter – Business start-ups			
	GMRC Workforce Development			
Strong Dev. Authorities and Chamber offices to assist start-up businesses and industries				
Infrastructure	Cooperative EMC's that deliver good products	System Redundancy. Residents and Businesses need more choices for internet service.	Tourism/outdoor recreation related industry	Topographically the GMRC Region is difficult to traverse for aerial line installation
	North Georgia Network	Cost prohibitive		
	Access to metro Atlanta	Geographic isolation		
	Ga 400 – Technology Corridor			
	Residents ability to telecommute			
Local Government	GMRC fostering cooperation	Limited funding resources	Educating local government on importance of broadband access	Finding Grant funds for broadband projects
	Quality Development Authorities and Joint Development Authorities	State needs to put more emphasis on education		Need to better communicate to State Legislators the Region's needs regarding broadband initiatives & projects
<p>Goal: <i>Ensure new telecommunication networks for needed accessibility and reliability to support the growth of the regional economy.</i></p> <p>Strategy: <i>Prepare to meet industry and business telecommunication needs by assisting with fiber optic network development.</i> The purpose of this strategy is to support, develop, and provide educational opportunities regarding telecommunication systems in the region.</p> <p>Strategy: <i>Promote and support the use of health information technology (IT).</i> The purpose of this strategy is to encourage local partnerships between health providers and local leaders in using telecommunications and other information technology to improve care to patients and lower health costs.</p>				

**A RESOLUTION OF DAHLONEGA, GEORGIA
ADOPTING THE
DAHLONEGA COMPREHENSIVE PLAN**

WHEREAS: The City Council, the governing authority of Dahlonega, Georgia has participated in the update to the Dahlonega Comprehensive Plan; and

WHEREAS: The update was prepared in accordance with the Rules and Procedures of the Georgia Department of Community Affairs, including requirements for public hearing opportunities; and

WHEREAS: The update has been reviewed and approved by the Georgia Mountains Regional Commission and the Georgia Department of Community Affairs;

Now, therefore, **BE IT RESOLVED** by the City Council that the update to the Dahlonega 2022 Comprehensive Plan is adopted.

Adopted by the City Council this ____ day of March, 2022.

Mayor

ATTEST:

City Clerk



City Council Agenda Memo

DATE: March 11, 2022
TITLE: Request to increase the allocation of funds for pay adjustments for employees.
PRESENTED BY: Bill Schmid, City Manager

AGENDA ITEM DESCRIPTION:

Request to increase the allocation of funds above the FY2022 budget allocation for merit and cost of living adjustments for city employees.

HISTORY/PAST ACTION:

The City of Dahlonega has not offered merit increases or provided a cost-of-living adjustment since the Whit Perrin Wright Consulting Salary and Compensation Study was implemented on October 12, 2020. While employee wages have remained steady, inflation in Georgia has increased 9.9% since October of 2020. When salary and compensation studies are enacted, it is important to provide merit and cost of living adjustments to keep wages competitive with the market and to prevent compression between the pay grades. Failure to provide salary increases in the form of merit or COLA to employees in the pay system negates the study and makes it more expensive the next time a study is conducted to bring salaries to a competitive level. Employee compensation, once approved by the council, is administered at the department level. Staff will continue to evaluate the market and make recommendations to the council, as warranted, during budget development and mid-year reviews.

FINANCIAL IMPACT:

The FY2022 budget provided an allocation of 3% for a mid-year adjustment for merit and cost-of-living adjustments for employees to be administered at the department level. To provide a 7% allocation, the total cost is \$150,974.63 for all funds. Staff have analyzed the various funds and can cover the increase with revenue without adversely impacting reserves or operational outcomes.

RECOMMENDATION:

It is recommended to increase the allocation by 4% to a total of 7% to cover merit and cost-of-living adjustments for city employees

SUGGESTED MOTIONS:

I make a motion to increase the allocation of funds for merit and cost-of-living adjustments for city employees as presented by the City Manager from 3% to 7%.

ATTACHMENTS:

n/a

RESOLUTION 2022-06

PERSONNEL MANAGEMENT SYSTEM POLICIES AMENDMENT

WHEREAS, the Mayor and City Council adopted the Personnel Management System Policies on February 3, 2014, and have subsequently modified its contents previously; and,

WHEREAS, the Mayor and City Council deem it essential to improve, clarify and enhance the Personnel Management System Policies; and,

WHEREAS, it is necessary to modify the following Paragraphs of the Personnel Management System Policies each to read in their entirety as set forth in the document entitled Amended Personnel Management System Policies attached hereto and incorporated herein:

Par. 3.103 On Call/Rounds & Call Back Pay

Par. 3.306 Essential Personnel – Emergency Preparedness

NOW THEREFORE, BE IT RESOLVED and it is so resolved by the City Council of the City of Dahlonega, Georgia and hereby approves an amendment to the Personnel Management System Policies as attached hereto and made a part of this Resolution with an effective date of March 21, 2022.

ADOPTED this 21st day of March, 2022.

CITY OF DAHLONEGA, GEORGIA

By: _____
JoAnne Taylor, Mayor

Attest:

Mary Csukas, City Clerk



CITY COUNCIL AGENDA REPORT

DATE: March 11, 2022
TITLE: Amendment of Personnel Management System Policies
PRESENTED BY: Allison Martin, Finance Director

AGENDA ITEM DESCRIPTION:

An amendment of the City of Dahlonega Personnel Management System Policies is necessary to correct two errors found after the last revision.

HISTORY/PAST ACTION:

The City Council adopted the PMS in 2014. Since then, the document has been amended for various reasons. The document attached for reference contains two changes. The items being proposed for change in the draft version are highlighted. One change is to reflect Chief of Police rather than City Marshal (change occurred after the document was drafted) and the other is to correct an error in the on-call pay policy.

FINANCIAL IMPACT:

There is no financial impact created by these changes.

RECOMMENDATION:

It is recommended that Council approve the amendment to Personnel Policies.

SUGGESTED MOTIONS:

I make a motion to adopt Resolution 2022-XX approving the amendment of the City of Dahlonega Personnel Management System Policies.

ATTACHMENTS:

Resolution 2022-06 Personnel Management System Policies Amendment
Personnel Management System Policies, March 21, 2022 Update



CITY OF DAHLONEGA

PERSONNEL MANAGEMENT SYSTEM POLICIES

Adopted February 3, 2014

Revised March 21, 2022

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CITY OF DAHLONEGA PERSONNEL MANAGEMENT SYSTEM POLICIES

SECTION 1 – THE WAY WE WORK

Par. 1.100 City Personnel System - The City of Dahlonega Personnel Management System is a system of employment which recognizes that the employees covered by the system should be selected and promoted according to their skills, knowledge, and abilities, and that employees who perform satisfactorily should be retained in their position as long as the position exists.

Par. 1.200 Establishment - The Personnel Management System has been established by the City to provide a fair, equitable, and productive work environment for those employees covered by the system. This system and these policies have been adopted by the governing body of the City.

Par. 1.300 Purpose - The purpose of the Personnel Management System is to establish a system of employment that implements and perpetuates recognized merit principles of public employment. Those principles are:

- a. Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open consideration of qualified applicants for initial appointment;
- b. Providing equitable and adequate compensation;
- c. Training employees, as needed, to assure high quality performance;
- d. Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and

- separating employees whose inadequate performance cannot be corrected;
- e. Assuring fair treatment of applicants and employees in aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, genetic information, age, or handicap and with proper regard for their privacy and constitutional rights as citizens; and
 - f. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the results of an election or a nomination for office.
 - g. Establishing a stable work environment for its regular employees, and therefore the City will employ part time and temporary employees as needed.

Par.1.400 Coverage - These procedures apply to the employees in all departments under the administration of the City Manager. Federal equal employment law recognizes that neither elected officials nor members of their personal staff should be covered by legislation creating permanent positions. Therefore, the City Manager will determine which positions in the City are policy making or personal staff and exclude those positions from coverage by these policies. All other positions will be covered, and those positions will be included in the City's classification plan. In the event of a conflict between an Employment Agreement and the PMS Policies, the contract language of the Employment Agreement will control.

Par. 1.500 Administration - The City Manager is responsible for administering these policies.

Par. 1.501 Employee Service Awards – The City of Dahlonaga recognizes and shows appreciation to employees who have demonstrated their interest in serving the City of Dahlonaga and the citizens of the City through Employee Service Awards. Such Awards are given to eligible employees that meet certain objective criteria and requirements.

Eligibility – The service award date is defined as the initial date of employment with the City of Dahlonaga unless there has been a break in service. If there has been a break in service, the service award date is the date of hire for the most recent period of continuous service. Only full-time employees are eligible to receive service awards.

The Service Awards Program recognizes employees' service in increments of five years through retirement and will be presented annually.

Service award dates are not to be confused with any other date determining benefit eligibility.

Par. 1.502 Policy Changes – The governing body of the City reserves the right to change these policies at any time, through resolution and/or City policies and procedures. These policies shall reflect and be superseded by any changes mandated by state or federal legislation.

Par. 1.503 Personnel Records - A record of service will be managed by the Human Resources Administrator for active employees. Service records for terminated employees shall be retained as required under applicable record retention laws. An employee has the right to review and request copies of their personnel file. These requests will be facilitated by the Human Resources Administrator. Open records requests and confidentiality of personnel records will be managed as defined in the City's policies and the Georgia Open Records Act.

It is the responsibility of the employee to notify the City of any personal data changes, such as name, address, phone number, emergency contact information, change in beneficiaries, etc. Name changes will require supporting legal documents (i.e., marriage certificate, divorce decree).

Par. 1.600 Equal Employment Opportunity (EEO) Policy – The City is committed to maintaining a workplace that is free of inappropriate or unlawful conduct on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or other protected group status as provided by law. In keeping with this commitment, the City prohibits the unlawful treatment of employees, including harassment, discrimination, and retaliation, by anyone, including any supervisor, coworker, contractor, subcontractor, vendor, client, visitor, customer, or agent. It is the City's policy to comply with all applicable federal, state, and local laws.

Par. 1.601 Prohibited Conduct - This Policy applies to all aspects of employment, including, but not limited to, recruitment, hiring, promotion, demotion, transfer, lay-off, recall, discipline, compensation, and benefits. Improper conduct also consists of misconduct that includes unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status or activity (e.g., opposition to prohibited discrimination or participation in the statutory complaint process) as provided for by law. This includes conduct by someone to another of the same gender. The City prohibits unlawful conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or

offensive working environment. No one, including any manager or supervisor, has authority to engage in such conduct.

If you feel you have been subject to the type of conduct prohibited by this Policy, you must report this conduct in accordance with the City's Complaint Procedure, which is contained in these Policies. You should report any improper conduct before it becomes severe or pervasive, and you do not have to wait until it rises to the level of an unlawful action.

Par. 1.602 [Sexual or Other Unlawful Harassment](#) - Unlawful harassment can take many forms, including based on an individual's sex, as well as conduct based on race, age, or any other protected status. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on a protected class constitute harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Inappropriate conduct may include explicit sexual propositions; sexual innuendo; suggestive comments; sexually oriented or racial "kidding" or "teasing;" "practical jokes;" jokes about gender-specific or disability-specific traits; foul or obscene language or gestures; displays of foul, obscene, or racial material; sexually related emails and text messages; and physical contact, such as patting, pinching, or brushing against another's body. An individual who feels he or she has witnessed or been subject to harassment should follow the City's Complaint Procedure, which is contained in these Policies.

Par. 1.603 [Americans with Disabilities Act](#) - It is the City's policy to provide equal employment opportunity to applicants and employees with covered disabilities under the Americans with Disabilities Act of 1990, as amended, ("ADA") or other applicable law. This Policy applies to all aspects of employment and application for employment. As required by the ADA or other applicable law, the City will provide reasonable accommodations to qualified individuals with a disability in the workplace unless such accommodations present an undue hardship or if the individual is a direct threat to the health or safety of the individual or others.

An individual with a disability may request a reasonable accommodation at any time during the application process or during employment. Reasonable accommodations are changes made to the work environment or to the manner or circumstances in which the job customarily is performed that allow an individual with a disability to perform all essential job functions. The City is not required, however, to provide an accommodation if doing so would cause an undue hardship to the City or if the individual is a direct threat to the health or safety of the individual or others in the workplace.

All requests for accommodations will be addressed in connection with an interactive dialogue with the affected individual. To request an accommodation, which may include unpaid leave or modification of your working environment, an individual should complete an Accommodation Request Form (which is available in the City Clerk's office) and return it to the City Clerk.

Upon receiving a request for accommodation, the City will seek an interactive process with the individual to clarify his or her needs and identify the appropriate reasonable accommodation. During this process, the City may request reasonable documentation, including medical documentation, of the individual's disability and need for a reasonable accommodation. Failure to provide required medical information or to otherwise participate in a meaningful way in the interactive dialogue process regarding an accommodation request may result in denial of an accommodation. Because of the personal nature of some disability issues, the City will take every reasonable effort to ensure confidentiality during the review process.

Individuals will be notified of the City's decision regarding their request for an accommodation. Any individual believing that a reasonable accommodation has not been provided should follow the City's Complaint Procedure.

[Par. 1.700 Complaint Procedure \(Including Complaints for Violation of EEO Policy, Violation of City Policy, or Any Other Unlawful or Inappropriate Conduct\)](#)

- All employees should help to assure that the City avoids any form of unlawful or inappropriate conduct. If you feel that you have experienced or witnessed (1) harassment, (2) discrimination, (3) improper denial of a request for accommodation, (4) denial of requested leave under the FMLA, ADA, or otherwise, (5) violation of any policy of the City or policy in these policies, or (6) failure to pay overtime or other violation of the FLSA or wage payment laws, or (7) other unlawful or inappropriate conduct by anyone, including employees, supervisors, coworkers, contractors, subcontractors, vendors, clients, visitors, customers, or agents, you are to notify immediately (preferably in writing within 24 hours) the City Clerk. The address and telephone number for the City Clerk is 465 Riley Road, Dahlonega, Georgia 30533; 706-864-6133. If you are not contacted promptly about your complaint or are not satisfied with the response, you are to re-file it with the City Clerk and also send notification of your complaint in writing by certified mail to our City Manager, whose address is 465 Riley Road, Dahlonega, Georgia 30533. If you are not comfortable discussing the matter with the City Clerk or otherwise do not wish to discuss the matter with the City Clerk, you are to file your complaint directly with the City Manager. The City prohibits unlawful retaliation against anyone who has made a complaint or provides information related to a complaint.

The City will undertake an objective and appropriate review of any complaint and expect all employees to fully cooperate with internal investigations that may be initiated by the City to examine any perceived violation of City policy or

procedure or any other matter. To the extent practicable and appropriate, the City will keep any complaint and the terms of its resolution confidential. The City will take corrective action as it determines is appropriate. The City will undertake corrective action to stop inappropriate conduct before it rises to the level of an unlawful action. You will be notified as to the outcome of your complaint. If you have any questions about the status of your complaint, you should contact the City Clerk at the above telephone number and address.

Each employee should be aware that he or she has the right to file a charge of discrimination with the Equal Employment Opportunity Commission (EEOC) or other state agency as provided by law. According to the EEOC, the deadline for filing any such charge runs from the last date of unlawful conduct, not from the date that the complaint to us is resolved.

Par. 1.701 Intentionally False Claims – The City recognizes that intentional or malicious false accusations of misconduct can have a serious effect on innocent men and women. Individuals making such false accusations of misconduct will be disciplined in accordance with the nature and extent of his or her false accusation. The City encourages any employee to raise questions he or she may have regarding misconduct or this Policy with the City Clerk.

Par. 1.800 Immigration Law Compliance - The City employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with all applicable federal and state laws.

Further, the City utilizes E-Verify in order to certify the work eligibility of its employees. E-Verify is an Internet-based system operated by the Department of Homeland Security in partnership with Social Security Administration that allows participating employers to electronically verify the employment eligibility of their newly hired employees. E-Verify works by electronically comparing the information on an employee's Form I-9 with SSA and DHS records to verify the identity and employment eligibility of each newly hired employee.

As mandated by E-Verify, the City displays both the English and Spanish Notices of E-Verify Participation and the Right to Work Posters in plain view of potential employees on the walls of the City Clerk's office. If you have any questions, please contact the City Clerk's office.

SECTION II - DEFINITIONS

Par. 2.100 Adverse Action - An action taken that results in a disciplinary suspension without pay, disciplinary salary reduction, disciplinary demotion, or disciplinary dismissal.

Par. 2. 101 Adverse Affect - The results of an action or decision that is not an adverse action, but which deprives the employee of income or the opportunity to earn more income.

Par. 2. 102 Appointing Authority - The person who has, among other authorities, the authority to appoint and discharge all employees. The City Manager is the appointing authority for the City.

Par. 2. 103 Regular Employee - A full time employee who has achieved regular status by completing all employment requirements including a probationary period. A regular employee works 40 hours per week. A part time employee works 28 hours per week maximum and a temporary employee may work 40 hours per week for a specified time.

Par. 2. 104 Days - When the work "days" is used as a method of counting, it means calendar days unless stated otherwise.

Par. 2.105 Designee - The person or persons to whom the appointing authority delegates certain authority for the administration of the City.

Par 2. 106 Handicapped - Any person who has a physical or mental impairment that substantially limits one or more major life activities, who has a record of such an impairment, or who is regarded as having such an impairment.

Par. 2. 107 Immediate Family - Included are the employee's spouse, children, parents, brothers, and sisters. The definition is extended to any other person who resides in the employee's household and who is recognized by law as a dependent of the employee.

Par 2. 108 May- The word may is conditional and implies that there is discretion as to whether a condition exists, or an act or action will take place.

Par 2. 109 Shall/Will - These terms are unconditional and imply that a condition exists, or an act or action will take place.

Par 2. 110 Unlawful Discrimination - Employment practices which are prohibited by state and federal laws, and which include discrimination because of race, color, sex, genetic information, religion, national origin, age, mental or physical handicap, and political affiliation. See EEO Policy.

Par 2.111 Probationary Period - A period of time, usually six months, during which a new employee or an employee who has been promoted to a higher position is being evaluated on job capability and performance.

Par 2.112 On-Call – When an employee’s job assignment requires the ability to be contacted and requested to provide services, if necessary, at times other than their regular schedule.

Par 2.113 Rounds – When an employee’s job assignment requires the employee to report to work to perform various tasks to ensure the City facilities remain functioning (e.g., lift station check).

Par 2.114 Call-Back – When an employee is called back to work to perform a task or service either in person or via phone or computer.

SECTION III- CONDITIONS OF EMPLOYMENT

Par. 3.100 Work Hours - The minimum work week for employees will be: 1. Regular Employee-40 hours. 2. Part time employee-maximum of 28 hours. 3. Temporary Employee - 40 hours for a specified time. The official work week of the City will begin at 12:01 a.m. Saturday morning and end at 12:00 midnight the following Friday night.

Par. 3.101 Overtime - The City complies with the requirements of the Fair Labor Standards Act and any applicable local law with respect to wages and hours. Please understand that there may be times when you will need to work overtime so that we may successfully meet the needs of the City. However, all overtime must be approved in advance by your manager or supervisor. Non-exempt employees whose work period is one week will be paid at the rate of one and one half the normal rate for all hours worked over forty (40) hours per week.

Exempt salaried employees do not receive overtime pay. Exempt salaried employees are subject to deductions from their salaries only for lawful reasons.

Public safety departments will establish work periods and overtime policies separately as a part of the departmental operating policies. Employees called to work after normal working hours shall be credited with a minimum of three hours work.

If an employee feels he or she has been subject to an improper salary deduction, has been improperly classified as exempt or non-exempt, or has not been paid overtime for any hours worked over 40 in a week, the employee should utilize the City’s Complaint Procedure. In the event it is determined that an improper deduction was made or that an employee was not paid any overtime due, the City will reimburse the employee.

Salaried positions are: City Manager, City Clerk, Asst. City Clerk, Water Plant Superintendent, Public Works Superintendent, Finance Director and Planning Director. These positions will not be paid overtime for hours worked in excess of 40 per week except in special situations where prior arrangement and approval are obtained from the

City Manager. An exception to this rule will be made in an employee is required to work on a scheduled holiday.

Par. 3.102 Compensatory Time - Compensatory time may be given for hours worked over the minimum number of hours required for a particular job, and employees may choose compensatory time in lieu of overtime pay. Each department will determine the jobs that will receive compensatory time and the method of administering compensatory time. Such time must be approved and taken at the convenience of the City. Compensatory time may not be accumulated but must be taken within thirty days of the time it is earned.

Par. 3.103 On-Call/Rounds & Call Back Pay – Employees will receive fifty dollars (\$50.00) of On-Call pay for each 24-hour shift of on-call status and a minimum of three (3) hours of call-back compensation for the on-call shift if the employee is called in to work. Each operation requiring on-call duty by employees will define the length of their on-call duty shift. Employees who complete rounds will receive three (3) hours of pay at their regular rate unless the employee spends more than three (3) hours to complete the rounds in which case the employee will be paid for the additional time. Employees should contact their supervisor or HR with any questions relating to this policy. If you contend you have not been paid properly, please utilize the City’s Complaint Procedure.

Par. 3.104 Recording Your Time - We want to be sure that you are paid fairly for all hours that you work. To accomplish this, we must have an accurate record of the time that you work. The City uses timesheets to keep time records. Your supervisor will explain how these timesheets are used. The important points to remember are:

1. Be sure that you record the start of your shift.
2. Be sure you record the beginning of your lunch period.
3. Be sure you record the end of your lunch period.
4. Be sure you record the end of your shift.
5. If you leave the building on non-City business, you must record this information.

Using any timesheet other than your own, or tampering with a timesheet in any way, will result in disciplinary action up to and including discharge. Any change or omission from a timesheet must be approved by your supervisor.

Further, non-exempt employees are not to perform any work that is not recorded by the time system. You must always make sure you record accurately your time using the standard time recording system. If you are asked/instructed by anybody in the City to perform work “off the clock,” (in other words, perform work without reporting it on your timesheet) you are directed to refuse. Make sure you record your work time using the standard time recording system. Also, if you are asked to work “off the clock,” or without recording your time, you should immediately report the situation by utilizing the City’s Complaint Procedure. Finally, if you contend you have not been paid time for all hours worked, please utilize the City’s Complaint Procedure.

Par. 3.105 [Mealtime](#) - A sixty (60)-minute, unpaid meal break must be taken each day by all non-exempt employees. You should be completely relieved of your duties during this meal break. Your manager or department head is responsible for approving the scheduling of this meal break. This time must be recorded on your timesheet, which is explained in the City's policy on Recording Your Time.

If circumstances occur that you are not able to take your 60-minute uninterrupted meal break in which you were completely relieved of your duties, you should adjust your time entry in your timesheet record to show that you did not take any meal break, and you will be credited for working the entire 60-minute meal break.

If you are asked or instructed by anybody in the City to perform work "off the clock" (in other words, perform work without reporting it on the time system) during your 60-minute meal break, you are directed to refuse. Also, if you are asked to work "off the clock" during your meal break, you should immediately report the situation by utilizing the City's Complaint Procedure. Finally, if you contend you did perform work during a meal break and have not been paid accurately for that time, please utilize the City's Complaint Procedure.

Par. 3.106 [Attendance and Punctuality](#) - Attendance and punctuality are important factors for your success within the City. We work as a team, and this requires that each person be in the right place at the right time. Failure to meet the expectations of the City in the area of attendance and punctuality will result in disciplinary action, up to and including termination.

If you are going to be late for work or absent, you must notify your supervisor before the start of your workday. You are required to speak with your manager or supervisor directly, or, if your supervisor is not available, you must speak with another manager or supervisor. It is not acceptable to have another person call for you or leave a message at the switchboard or with a co-worker.

Par. 3.107 [Nursing Mothers](#) - The City complies with applicable provisions of the Patient Protection and Affordable Care Act. Consistent with this statute, the City provides all nursing mothers who are non-exempt employees under the Fair Labor Standards Act with reasonable break time to express breast milk for the nursing of a child for one year following the birth of a child, unless doing so creates an undue hardship. In the event that nursing breaks do not cause an undue hardship, the City will provide a private place other than a bathroom where a non-exempt nursing mother may express breast milk. These breaks will be unpaid. Please direct all requests regarding this Policy to the City Clerk. If you have any complaint regarding this Policy, please utilize the City's Complaint Procedure.

Par. 3.108 [Telecommuting](#) - The City of Dahlonega supports telecommuting work arrangements and allows the City Manager to implement these arrangements, where appropriate, for eligible employees.

Telecommuting work arrangements may be implemented when they benefit the City of Dahlonaga in one or more of the following ways:

- 1) City of Dahlonaga Citizens -To provide Citizens with an even higher level of service with no delays at the beginning of the business day and continue this level of service until the close of the day.
- 2) City of Dahlonaga as an Employer – To improve recruitment and retention of high-quality employees, to decrease employee vacancy rates and to provide a no-cost enhancement to the City’s work environment.
- 3) City of Dahlonaga Employees – To improve job satisfaction, employee morale, effectiveness, and productivity; promotes employee health, wellness and reduces absenteeism by helping employees face the demands of juggling work, family, and life related issues. Reduce employee’s time of commute, cost of fuel and vehicle maintenance.
- 4) Sustainability – To position the City as a leader for solutions to reduce traffic congestion and improve air quality and maximize the utilization of City facilities and resources.
- 5) Emergency – To provide a solution in times of emergency that allows continuance of City business when work from a remote location is beneficial over work from the City worksite. Emergency situations include, but are not limited to, inclement weather, pandemic or other health-related situation, transportation-related concerns, and threats to employee safety.

The City of Dahlonaga considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telecommuting allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for **some** employees and **some** jobs. **It is not an entitlement; it is not a City of Dahlonaga-wide benefit; and it in no way changes the terms and conditions of employment with the City.**

Under no circumstances are employees permitted to work at home without prior permission. Any attempt to do so, with or without reporting such time, will result in disciplinary action in accordance with the City's discipline policy.

Before granting permission for short-term work at home arrangements supervisors should know the specific work to be performed and the projected amount of time expected. If the work at home will cause a non-exempt employee to work enough hours per day or week to become eligible for overtime under federal and state law, then the supervisor should consult the overtime policy before granting permission.

Procedure:

1. Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or formal, as will be described below. Other informal, short-term arrangements may be made for employees on family or

medical leave, to the extent practical for the employee and the organization, and with the consent of the employee's health care provider, if appropriate. **All informal telecommuting arrangements are made on a case-by-case basis, focusing on the business needs of the organization first.**

2. The City of Dahlenega will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, photocopiers, etc.) for each telecommuting arrangement on a case-by-case basis. The human resource department will serve as a resource in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. The City reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter should sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment all City property will be returned to the City unless other arrangements have been made.
3. Consistent with the City's expectations of information asset security for employees working at the office full-time, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets, disk boxes and desks, regular password maintenance, and any other steps appropriate for the job and the environment.
4. The employee will establish an appropriate work environment within their home for work purposes. The City will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space. Employees will be offered appropriate assistance in setting up a workstation designed for safe, comfortable work.
5. The City will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The City will also reimburse the employee for all other business-related expenses such as phone calls, shipping costs, etc. that are reasonably incurred in accordance with job responsibilities. Expenses must be pre-approved by the City.
6. The employee and manager will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or modem within a reasonable time period during the agreed upon work schedule.

7. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the organization. Telecommuting employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked in excess of those specified per day and per work week, in accordance with state and federal requirements will require the advance approval of the supervisor. Failure to comply with this requirement can result in the immediate cessation of the telecommuting agreement.
8. Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement paying particular attention to the following areas:
 - a. Employee Suitability - the employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
 - b. Job Responsibilities - the employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
 - c. Equipment needs, workspace design considerations and scheduling issues.
 - d. Tax and other legal implications for the business use of the employee's home based on IRS and state and local government restrictions. Responsibility for fulfilling all obligations in this area rests solely with the employee.
9. Evaluation of telecommuter performance during the trial period will include daily interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the conclusion of the trial period the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than time-based performance.
10. Telecommuting is NOT designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering into a trial period.
11. Employees entering into a telecommuting agreement may be required to forfeit use of a personal office or workstation in favor of a shared arrangement to maximize organization office space needs.

12. The availability of telecommuting as a flexible work arrangement for employees of The City can be discontinued at any time at the discretion of the employer. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting, childcare and other problems that may arise from such a change. There may be instances, however, where no notice is possible.

TELECOMMUTING OFFICE GUIDELINES

Setting up a telecommuting office requires some advance planning to ensure you have an adequate workspace and the necessary equipment and supplies. Important considerations to keep in mind when planning the telecommuting workspace are:

- The work area must be quiet and free of distractions.
- Lighting must be adequate and without glare. (The employer will not pay for reconstruction of the employee's home to develop a home office.)
- Distracting noise should be kept to a minimum.
- Your desk must be adequate, designed to safely accommodate the equipment you must use (computer keyboard, etc.).
- Comfortable chair with adequate back support (employer will not provide furniture for employee's home office).
- Equipment--Computer, fax, modem, printer, etc., must be available for your exclusive use while telecommuting and must be compatible with the equipment you use in your office at work.
- Each employee must make arrangements with his or her supervisor regarding the use of City owned equipment in the employee's home, but in no event may the use of such equipment impede the company's access to such equipment, nor change the company's ownership of such equipment. The employee will be responsible for the costs of installation of necessary modem and communications software.
- Supplies--The employee is not responsible for purchasing supplies (paper, print cartridges, etc.) necessary for work performed at home. However, the employee must coordinate closely with the supervisor and office services administrator regarding the use of the company's supplies.

Be aware that the City is not responsible for insuring your equipment in your home. If you are using your own equipment and it breaks while performing work for the City, the City is **not** liable.

The City of Dahlonge Offices will be open from 8:00 a.m. until 5:00 p.m. Monday through Friday unless otherwise determined by the City Manager. Except for emergency situations, telecommuting work arrangements shall not result in the closing of any offices.

Telecommuting work arrangements shall not diminish the ability of the City to meet all operational requirements, service to the citizens, or the ability to assign responsibility and accountability to individual employees for the provision of services and performance of their duties.

No new positions are to be created as a result of telecommuting work arrangements. Telecommuting work arrangements shall not result in automatic overtime or compensatory time.

The City Manager will have the final authority in the applicability of Telecommuting Work Arrangements for each situation and shall have the right to terminate the program at any time.

Par. 3.109 Changes in Personal Data - We need to maintain up-to-date information about you so we would be able to aid you and/or your family in matters of personal emergency. Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given promptly to the Human Resources Administrator.

Par. 3.200 Holidays - The following are the official holidays that will be observed:

- a. New Year's Day (January 1)
- b. Martin Luther King Day (Third Monday in January)
- c. Memorial Day (Last Monday in May)
- d. Independence Day (July 4)
- e. Labor Day (First Monday in Sept.)
- f. Veterans Day (November 11 – Observed only if holiday falls on Monday through Friday)
- g. Thanksgiving Day and Friday following Thanksgiving
- h. Christmas Eve and Christmas Day (December 24 and 25)

Part time employees will receive pay for one half of a scheduled holiday. Temporary and part time employees must be employed for 30 days before receiving holiday pay. Regular employees will receive normal pay for holidays.

Par 3.201 Observation of Holidays - Employees may be required to work during the above holidays. Those employees who are required to work may receive the equivalent consecutive days off at another time as determined by the employee and the appointing authority. If days off cannot be scheduled, employees who are required to work on a scheduled holiday will be paid at one and one-half times the regular rate for all time worked plus pay for the holiday. This policy applies to both hourly and salaried employees. A person must work either the day before or the day after a holiday in order to be paid for the holiday. If a holiday falls on Saturday, it will generally be observed on the preceding Friday. If the holiday falls on a Sunday, it will generally be observed on the following Monday.

Par. 3.300 Inclement Weather - The following policies shall apply for paying employees during inclement weather resulting in the closing of City Hall:

Par. 3.301 Public Works, Water Distribution, Water Treatment, Waste Treatment – (hourly employees) Public works, water distribution, water treatment, and waste treatment employees are required to check in with their supervisor as soon as it is determined they will not report to work. The supervisor must be notified at least one-half hour prior to the time they are due to report to work. These employees have an obligation to report to work during emergencies and are expected to be on the job. If ice, snow, or other conditions prevent the employee from getting to work, the City may send a supervisor to bring the employee to the work site.

Par. 3.302 Public Works Employees – Public works employees will be paid for their regular 8 hours per day actually worked. Additionally, they will be paid time and one half for hours worked over the 40-hour week. Employees that do not report to work will be allowed to use PTO. Employees who work a partial day will be allowed to use PTO hours to complete the 8-hour workday.

Par. 3.303 Administration - Hourly employees will be paid for 8 hours only if the City Manager announces that City Hall will be officially closed due to inclement weather or other emergencies. A maximum of two days will be paid. Employees will be allowed to use PTO to compensate for any days missed in excess of two days.

Par. 3.304 Reserved.

Par. 3.305 Reporting for All Exempt Employees--Department Heads, Supervisors – All exempt employees must report to work unless otherwise directed by the City Manager. Exempt employees are expected to devote the time needed to complete the project or resolve the emergency. Management employees and the City manager will work together to provide time off for the employee for hours worked above and beyond the normal work week.

Par. 3.3.06 Essential Personnel – Emergency Preparedness

For purposes of preparedness and response to major weather events which occur in the Dahlonega area (severe storms, hurricanes, tornadoes, and snow), Essential Personnel includes the City Manager, City Engineer (Director of Public Works), **Police Chief** and associated mission critical non-exempt field or office employees. Essential Personnel, including both exempt and non-exempt employees, may be required to work after normal working hours and for extended continuous periods. They may also be required to temporarily shelter/eat/lodge overnight at City-owned properties, rather than traveling to/from their place of residence or working their typical shift. Accordingly, non-exempt employees required to work after normal working hours due to City emergencies, as determined by the City Manager and/or City Council, may be compensated for that time worked in excess of eight hours within a twenty-four-hour period at the normal overtime rate of one-and-a-half times their normal hourly rate, at the discretion of the City Manager and as required by federal and local laws.

Par 3.400 Prohibited Activities - Because public employees are in positions created for the public and funded by the public, the public has the right to expect that the

incumbents in the positions will not abuse the trust placed in them by the public. The employees of the City of Dahlonega are expected to observe and honor the laws of the State of Georgia, the ordinances of Dahlonega and Lumpkin County and federal laws. The following are some activities that are specifically prohibited:

Par. 3.401 Political Activities - Because the employees are protected from political patronage by these policies, the governing authority expects the employees to avoid public political activities. Neither their position nor City time should be used for political purposes, nor should the employee actively campaign for any candidate. The employees may express their political opinions privately, and the officers of the City encourage the employees to vote for the candidate of their choice.

Par. 3.402 Gifts and Gratuities - No employee should accept significant gifts or gratuities (in excess of \$100) from anyone who might expect to receive return favors from the City. Although gifts are often sent by vendors, suppliers, or customers of the City to employees as an expression of a friendly association, the acceptance of these gifts may establish in the mind of the vendor, supplier, or customer who sent the gift the need to continue such a practice in order to continue business with the City. This detracts from the City's emphasis on service to customers. It is difficult to justify this practice from the standpoint of ethical business conduct.

Par. 3.403 Use of Intoxicants - Employees should neither possess or consume any intoxicating drug such as alcohol during work hours or come to work in an intoxicated state.

Par. 3.404 Conflict of Interest - While employed by the City, it is your obligation to act at all times in the best interest of the City and not allow any personal activity to conflict with or interfere with your service to the City. As a result, the assumption of or engagement in any interest, relationship or activity by an employee tending to impair the independence of such person's judgment with respect to the best interest of the City constitutes a conflict of interest. Employees must report in writing all situations involving even a possible conflict for review by the City Clerk and thereby avoid any attempt to judge their own case. Opportunities to engage in any community work or to serve in any customer organization, including a savings and loan association, real estate firm, etc., or your doubts about outside business interests or activities should be discussed with the City Clerk or City Manager. The City expects its employees to exercise the utmost good faith in the performance of their duties. Keeping the City informed will enable you to receive proper recognition for individual efforts and will avoid any conflict with established City policies.

Par. 3.405 Abuse and Misuse of Equipment and Supplies - Employees are entrusted with the use of public equipment and supplies. The abuse or misuse of City equipment and supplies can lead to appropriate disciplinary actions.

Par. 3.500 Employment of Relatives - An otherwise qualified candidate is excluded from consideration for a vacancy or transfer if a potential conflict of interest involving a

relative would be created. For purposes of this Policy, a relative includes an individual who is related by blood, marriage, or adoption. Examples of relatives include a spouse, parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, or corresponding in-law or stepfamily relation.

Candidates are ineligible for employment, promotion, or transfer to a job where an employee who is a relative would recommend or approve hiring, termination, performance appraisals, pay changes, disciplinary actions, or promotions for the candidate. No employee may directly or indirectly supervise a relative. Failure to disclose the name of a relative who is a City employee or applying for employment is grounds for discipline, including termination.

Par. 3.600 Non-Fraternization - The City prohibits dating or romantic relationships between a supervisor and a subordinate who reports either directly or indirectly to that supervisor. This prohibition applies to all employees regardless of their marital status. In the event a supervisor and subordinate desire to date or enter into a romantic relationship, the supervisor should immediately notify the City Clerk so that the City may take appropriate steps to avoid any adverse impact in the workplace. This may include the transfer, reassignment, or resignation of one (or both) of the employees involved. The City may, at its discretion, also require any participants in a consensual romantic and/or sexual relationship to execute a Consensual Relationship Agreement. The City will address these situations as confidentially and discreetly as possible. When a violation of this Policy is determined to have occurred, appropriate disciplinary action, up to and including discharge, will be taken.

Par. 3.700 Solicitation/Distribution - Solicitation by an employee of another employee, including but not limited to, solicitation for contributions, sale of merchandise, or memberships in clubs or organizations, circulation of petitions, and all other forms of solicitation, is prohibited while either the person doing the soliciting or the one being solicited is on his or her working time. Solicitation by non-employees on City premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in the working areas of the City is prohibited at any time. Distribution of literature by non-employees on City premises is prohibited at all times.

Par. 3.800 Job Reference Policy - The City's reference policy is that employees are not to provide any reference regarding a current or former employee's employment with the City. Any request for a reference or employment history of any kind should be directed to the City Clerk. For your information, the City Clerk or his/her designee's response will be limited to providing dates of employment and job positions.

Upon written request with authorization from the former employee, the City will provide salary history. Again, this information will only be given by the City Clerk or his/her designee, and no employee is authorized to provide any information of any kind concerning a current or former employee.

SECTION IV -- EMPLOYMENT PRACTICES

Par. 4.100 Objectives - The objectives of establishing the following employment practices are (1) to comply with the accepted merit principles of civil service systems listed in Section I, and to (2) enhance the employment conditions in the City with the belief that fair and equitable employment practices lead to greater job satisfaction and productivity.

Par. 4.200 Announcements – Job opening announcements will be posted in conspicuous public places and announced in appropriate public communications media.

Par. 4.201 Employment Applications - We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the applicant from further consideration for employment or, if the person has been hired, disciplinary action, up to and including termination of employment.

Par. 4.300 Security Clearance - In employment areas such as public safety and finance where the public has a compelling interest in the security of property and life, applicants for employment, promotion, and transfer will be asked to supply personal information that would not be needed in other employment areas.

Par. 4.400 Types of Appointments - The City recognizes two (2) types of appointments that apply to both original appointments and to promotions. They are non-competitive and competitive appointments.

Par. 4.401 Non-Competitive Appointments - It will be the City's policy to promote from within whenever possible. This type of appointment applies to temporary and part time employees.

Par. 4.402 Competitive Appointments - Competitive appointments are the normal practice of the City. When a vacancy occurs, a recruitment plan will be developed and implemented by the appointing authority. An applicant must be considered qualified for the job to be employed, and the best qualified applicant will be employed.

Par. 4.500 Probationary Period - The first six (6) months of employment in positions of original appointment, promotion, or transfer to a class that has different qualifications (knowledge, skill, or abilities) shall be a Probationary Period. During this period the employee has no right to expect continued employment in that position and employment can be terminated at any time. If an employee is promoted and is deemed to be unsatisfactory in the new job, he shall be given the opportunity to return to his old job if there is a vacancy.

Par. 4.600 [Job Mobility](#) - It is possible for employees to voluntarily move upward, downward, or laterally in the organization. It is also possible for the employee to be involuntarily moved in any of the three directions.

Par. 4.601 [Transfer](#) - If a position is open at an equivalent pay grade, an employee may request transfer to that position. If the knowledge, skill, and abilities required for that job are not the same as for the present job, the employee will be tested and interviewed for the new position and will be in a probationary period for the new job if transferred. The appointing authority may transfer an employee to any position, at any pay grade, if the employee is qualified to do the work and if their salary is not changed. A temporary transfer to a higher position may be made for up to ninety (90) days without giving a salary increase.

Par. 4.602 [Promotion](#) - It will be the policy of the City to promote from within when possible. Candidates for promotion will be tested and interviewed for the open position.

Par. 4.700 [Performance Reviews](#) - Your performance is important to the City. Your supervisor or higher-level manager will normally review your job progress within the City on a periodic basis during your employment.

Performance reviews are designed to provide a basis for better understanding between you and the City, with respect to your job performance, potential and development within the City. Please understand, however, that a positive performance review does not guarantee an increase in compensation, a promotion or continued employment as compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of the City.

Par. 4.800 [Separations](#) - An employee may voluntarily resign, abandon the job, be separated in a reduction-in-force, or be dismissed for disciplinary reasons as described in these Policies.

Par. 4.802 [Job Abandonment](#) - Employees who are absent from work for three (3) or more consecutive days without having received leave approval or without having called in to report the absence will be considered as having voluntarily abandoned their jobs. The separation will not be in good standing and may affect the receipt of accrued benefits.

Par. 4.803 [Reduction in Force](#) - A reduction-in-force may be necessary when a position or group of positions must be closed because of lack of work or funds. Employees who are separated in a reduction-in-force will be treated as if they were on leave of absence for one (1) year and will receive preference in rehiring should a position for which they are qualified open within that year.

SECTION V- LEAVE

Par. 5.100 Types of Leave - The City recognizes several types of leave that are available to employees. They are paid time off (PTO), military leave, court leave, bereavement leave, Family Medical Leave Act of 1993 (“FMLA”) leave and leaves of absence under Par. 5.700 and 5.800.

Par. 5.101 Anniversary Date - PTO shall be calculated from the day of original appointment and each anniversary thereof in accordance with the rates specified in Par. 5.202. Employees taking leaves-of-absence under Par. 5.700 or Par. 5.800 shall not accrue PTO while on such leave; therefore, the anniversary date of any such employee will be adjusted to reflect the amount of time the employee was on leave-of-absence.

Par. 5.102 Annual Leave - Annual leave is no longer recognized as a separate type of leave. Annual leave balances accumulated as of December 31, 2018, up to a maximum of 320 hours (40 days), are transferred in full to PTO accrued leave. All references in this policy to “annual leave” should be replaced with “PTO”.

Par. 5.200 PTO – Except as otherwise provided herein, PTO is to be used for vacations, sickness, medical appointments, personal or family business, and other nonwork-related time off not covered by any other type of leave recognized by the City. PTO must be approved by the appointing authority or his designee. Employees performing key control or accounting functions must take PTO for a period of five consecutive days at least once each fiscal year.

Par. 5.201 Eligibility - All full-time regular employees shall accrue PTO as provided in

Par. 5.202 Accrual Rate - Eligible employees shall accrue PTO based on service years according to the below table.

Hired before January 1, 2019				Hired on or after January 1, 2019			
Service Years	Weekly PTO Accrual Rate	Annual PTO Accrual Hours	Annual Maximum PTO Hours	Service Years	Weekly PTO Accrual Rate	Annual PTO Accrual Hours	Annual Maximum PTO Hours
Less than 10	3.07 hours	160	200	Less than 1	1.15 hours	60	60
10 - 14	3.84 hours	200	250	1 - 4	2.30 hours	120	150
15+	4.61 hours	240	300	5 - 9	3.07 hours	160	200
--	--	--	--	10 - 14	3.84 hours	200	250

Hired before January 1, 2019				Hired on or after January 1, 2019			
--	--	--	--	15+	4.61 hours	240	300

Par. 5.203 Maximum Accumulation - PTO hours may exceed the above-stated “Annual Maximums” only as follows:

- a. (Applies only to employees employed by the City prior to January 1, 2019) PTO will be permitted to exceed the applicable Annual Maximum to the extent such excess results from annual leave balances transferred in accordance with Par. 5.102, Transferred annual leave balances are deemed accrued and will be paid out upon separation.
- b. PTO may continue to accumulate in excess of the applicable Annual Maximum from October through September of each fiscal year in order to provide scheduling flexibility around peak workload periods. PTO hours accumulated over the Annual Maximum in accordance with this sub-paragraph are not deemed accrued and will be forfeited if not used by the last day of the last pay period in September of each year. PTO balances will be reduced to the Annual Maximum after the last check processing in September of each year and, upon separation, employees will only be paid for unused PTO up to the annual maximum accrual amount.

Par. 5.204 Request for Leave When Prior Approval Not Feasible - Generally, all PTO must be requested and approved before the leave is taken. Where the circumstances necessitating PTO prevent the employee from requesting and obtaining prior approval, however, the employee shall report the PTO absence prior to his scheduled work time if possible, and if not, the employee shall see that the PTO absence is reported within one (1) hour after the scheduled time for the employee to begin work.

Par. 5.300 Sick Leave - Except as provided in Par. 5.303, sick leave is no longer recognized as a separate type of leave.

Par 5.301 Eligibility - Effective January 1, 2019, employees are no longer eligible for sick leave. Except as provided in Par. 5.303, employees must utilize PTO for illness, injury, for medical or dental procedures, examinations, or appointments, and for other medical-related necessities affecting the employee or a member of his immediate family.

Par 5.302 Accumulation Rate - Effective January 1, 2019, employees shall no longer accrue sick leave. (This replaces the former paragraph identified as paragraph 5.402).

Par 5.303 [Maximum Accumulation](#) - Sick leave balances accumulated as of December 31, 2018, shall NOT be transferred to PTO accrued leave; however, any employee with a pre-2019 sick leave balance will continue to be permitted to use such sick leave for bona fide illness and injury and other medical-related necessities affecting the employee or a member of his immediate family, such as medical or dental procedures, examinations, or appointments. Any employee with such pre-2019 sick leave balance must exhaust this balance before using PTO for illness or injury, and before accessing any disability benefits provided by the City.

Par. 5.304 [Reporting](#) – (Applies only to employees with pre-2019 sick leave balances) Any employee with a pre-2019 sick leave balance shall report any sick leave absence prior to his scheduled work time if possible, and if not, the employee shall see that his absence is reported within one (1) hour after the scheduled time for the employee to begin work.

Par. 5.305 [Approval for Sick Leave](#) - (Applies only to employees with pre-2019 sick leave balances) Sick leave taken by any employee with a pre-2019 sick leave balance requires the approval of the appointing authority or his designee.

Par. 5.306 [Physician's Certificate](#) - (Applies only to employees with pre-2019 sick leave balances) A medical statement signed by a licensed physician, dentist, or medical professional may be required to substantiate sick leave:

- a. For an absence of three (3) or more consecutive days.
- b. Requested during PTO.
- c. At any time when absence recurs frequently or habitually, provided the employee has been warned.

Par. 5.307 [Voluntary Leave Transfer Program](#) -

Description - Under the Voluntary Leave Transfer Program (VLTP), an employee with more than eighty-four (84) combined hours of leave may donate leave to another employee who has a personal or family medical emergency and who has exhausted his or her available paid leave, consistent with program requirements. A maximum of 180 hours may be donated to the employee. Employees wishing to donate leave to the designated employee may not donate less than four (4) hours or more than (40) and must maintain a minimum of eighty (80) hours of leave. Donated time will be accepted on a first-come-first-served basis until the maximum donation amount is reached. Other submitted donation forms will be returned to the potential donor with notification that the maximum donation amount has been reached.

Definitions

- a) Medical Emergency. A medical emergency is a medical condition of either the employee or the employee's family member (see below) that is likely to require the employee to be absent from duty for a prolonged period and to result in a

substantial loss of income because of the employee's lack of available paid leave.

- b) Note: The threshold for “a substantial loss of income” is absence (or expected absence) from duty without available paid leave for at least 24 work hours for a full-time employee.
- c) Family Member: The definition of family member includes spouse; parents; parents-in-law; children; brothers; sisters; grandparents; grandchildren; stepparents; stepchildren; foster parents; foster children; and guardianship relationships.
- d) Available Paid Leave includes an employee's accrued, PTO or sick leave. It does not include compensatory time.

Application to Become a Leave Recipient

An employee should apply through Human Resources to become a leave recipient. If the member is not capable of making written application, a personal representative may make the application on behalf of the employee.

Each application should include:

- The name, position title, and grade or pay level of the potential leave recipient.
- The reasons transferred leave is needed, including a brief description of the nature, severity, and anticipated duration of the medical emergency, and if it is a recurring one, the approximate frequency of the medical emergency affecting the potential leave recipient.
- Any additional information required by the City.

Note: When an employee requests a leave transfer for a family member, the City may require the employee to document his or her relationship with that family member.

Approval or Disapproval of Application to Become a Leave Recipient

Human Resources must determine that a full-time employee's absence from duty without available paid leave because of the medical emergency is (or is expected to be) at least 24 work hours, which may be consecutive or intermittent. This period of unpaid absence qualifies as a substantial loss of income for purposes of the medical emergency determination.

Human Resources (the deciding official) must review the employee's application and notify the employee of the approval or disapproval of the application within 10 calendar days (excluding Saturdays, Sundays, and legal public holidays) after the date the application is received. If disapproved, a reason for disapproval must be given.

Use of Donated Leave

A leave recipient may use donated annual leave only for purposes related to the medical emergency for which the leave recipient was approved. A leave recipient must use any accrued leave (and sick leave, if applicable) before using transferred leave.

Leave transferred under the VLTP to a leave recipient may be —

Substituted retroactively for any period of leave without pay used because of the medical emergency.

Leave transferred under the VLTP to a leave recipient may not be —

- Transferred to another leave recipient except by election of the leave donor;
- Included in a lump-sum payment for leave.

Limitations on Leave Donations

In any leave year, an employee may not donate less than four (4) hours or more than (40). Employees wishing to donate leave to a specific employee may not deplete their own leave account below 80 hours.

Termination of the Medical Emergency

The medical emergency terminates:

- a) When the leave recipient's service is terminated;
- b) At the end of the biweekly pay period in which the leave recipient provides written notice that the medical emergency is over;
- c) At the end of the biweekly pay period in which the City determines, after written notice to the leave recipient and opportunity for response, that the medical emergency is over; or,
- d) At the end of the biweekly pay period in which the City receives notice that the leave recipient has been approved for disability retirement.

The City must monitor the status of the medical emergency to ensure that it continues to affect the leave recipient. When the medical emergency terminates, the City may not grant further requests for transfer of leave to the leave recipient.

Termination of Payment of Donated Leave

Termination of donated leave payments will occur when either the maximum donated amount is paid out or the maximum donation amount of 180 hours is paid out.

Par. 5.400 [Military Leave](#) - Georgia law requires that paid leave be granted to members of the Reserve and National Guard under certain conditions and leave of absence is required under other conditions. These policies are in compliance with the law.

The City will comply with its obligations for those employees who serve in any branch of the United States uniformed military services, including providing any necessary time off, in accordance with federal, state, and local law. The Family and Medical Leave Act of 1993 (“FMLA”) contains provisions regarding certain types of military leave. This is addressed in detail in the Family Leave Policy. If you believe you have been denied leave to which you are entitled, you may file a complaint pursuant to the City’s Complaint Procedure.

Par. 5.401 [Ordered Duty](#) - In compliance with Georgia Code §38-2-279 any employee ordered to military duty shall be placed on military leave with pay for a period of time not exceeding a total of 15 days in any one calendar year and not exceeding 15 days in any one continuous period of absence, except as otherwise required by code section 38-2-279.

Par 5.402 [Declared Emergency](#) - According to Georgia Code §38-2-279 in the event the governor declares an emergency and orders an employee to state active duty as a member of the National Guard, the employee shall receive pay for a period not exceeding 30 days in any one calendar year and not exceeding 30 days in any one continuous period of active-duty service.

Par. 5.403 [Leave-of-Absence](#) - According to Georgia Code §38-2-279, any voluntary members of the Reserve or National Guard shall be entitled to absent himself and shall be deemed to have a leave-of-absence as an employee while in attendance at any service school conducted by the armed forces of the United States for a period up to six months during any four (4) year period. Leave-of-absence may be granted in cases of temporary disability and possibly other emergency situations. A leave-of-absence prevents a break in service, but no benefits such as leave or time toward retirement shall accrue during leave of-absence.

Par. 5.404 [Reserved.](#)

Par. 5.500 [Family Medical Leave Act \(FMLA\) Leave](#) - FMLA provides unpaid, job-protected leave to eligible employees for certain family and medical reasons, without loss of health insurance benefits. The existence of this Policy shall not alter or expand the statutory requirements of the FMLA, and application of this Policy is correspondingly limited to those who are protected based on the provisions of the FMLA.

The following information is provided to explain the employee’s rights and obligations when requesting a family or medical leave:

Par. 5.501 Eligibility for FMLA Leave and Amount of Leave - To be eligible for leave under this Policy, an employee must have been employed for a total of twelve (12) months, must have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave, and must work at a facility with 50 or more employees within a 75-mile radius of this worksite.

An eligible employee may take FMLA leave for up to 12 weeks of unpaid leave for one or more of the following reasons: (1) the birth of the employee's child; (2) placement of a child with the employee for adoption or foster care; (3) to care for the employee's child, spouse, or parent who has a serious health condition; (4) the employee's own serious health condition that makes the employee unable to perform the functions of his or her job, or (5) because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a member in the National Guard or Reserves who has been deployed to a foreign country under a call or order to active duty (or has been notified of an impending call or order to active duty) or is a member of the regular Armed Forces who has been deployed to a foreign country. An employee may take a total of 12 workweeks of unpaid leave for the reasons specified above during a rolling 12-month period measured backward from the date an employee uses any FMLA leave.

If you and your spouse are both employed by the City, the two of you together are entitled to a combined total of 12 weeks of FMLA leave for the birth, adoption, or placement of a child, or to care for a covered family member with a serious health condition. The right to FMLA leave for the birth, adoption, or placement of a child expires 12 months after the date of the birth, adoption, or placement.

An eligible employee may take up to twenty-six (26) weeks of unpaid, job protected leave in a single 12-month period (measured beginning on the date the leave begins) to care for a spouse, child, or parent who is a covered service member. The term "covered service member" means: (i) a service member (including in the Regular Armed Forces, the National Guard, and the Reserves) who has a serious injury or illness that was incurred or aggravated in the line of duty while on active duty for which he or she is undergoing treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, or (ii) a veteran undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness that was incurred or aggravated in the line of duty while on active duty and who was a member of the Armed Forces (including in the National Guard or the Reserves) within five (5) years preceding the date the veteran undergoes that treatment, recuperation, or therapy.

FMLA leave to care for a seriously ill or injured service member runs concurrently with other leave entitlements provided under federal, state, and local law. Leave that qualifies as both leave to care for a covered service member and leave to care for a family member with a serious health condition during a single 12-month period may not be designated and counted as both types of leave. Such leave will be designated first as leave to care for a covered service member.

Unless otherwise required by law, no employee will be entitled to more than a combined total of 26 weeks of leave in a single 12-month period for any FMLA-qualifying reason.

The FMLA permits eligible employees to take leave intermittently or on a reduced-schedule leave when medically necessary for: the serious health condition of the employee's or the employee's family member or to care for a covered service member with a serious injury or illness. In the case of planned medical treatment, the employee must attempt to schedule the intermittent or reduced schedule leave so as not to unduly disrupt the City's operations. Intermittent leave is not available for the birth, adoption or placement of a child unless agreed to by the City Manager. The City Manager may transfer the employee temporarily to an alternative position with equal pay and benefits that better accommodates any recurring periods of intermittent leave.

If an employee is entitled to PTO or other paid leave under another benefit plan or policy (which includes, but is not limited to, short-term disability leave or unused sick leave under Par. 5.303), the employee must utilize the PTO or other paid leave concurrently with the FMLA leave. In such a case, the employee is required to satisfy any procedural requirements for utilizing the PTO or other paid leave as provided in these Policies.

Par. 5.502 [Request for and Designation of FMLA Leave](#) - To request FMLA leave, the employee must complete and sign a Request for Family and Medical Leave form and submit it to the City Clerk. When the need for FMLA leave is foreseeable, the employee must provide notice and submit the Request for Family and Medical Leave form at least thirty (30) calendar days in advance of the effective date of the leave. If 30 days' notice is not practicable (such as if the employee is uncertain as to when the leave will begin or in the case of a medical emergency), the employee must provide notice as soon as practicable. If the need for leave is not foreseeable or in the case of a qualifying exigency, the employee must give the City notice of the need for FMLA leave as soon as practicable under the particular circumstances.

An employee must provide notice sufficient for the City to determine that the leave is for an FMLA-qualifying event. In the case of unforeseeable leave, calling in "sick" without providing any additional information is not sufficient. When an employee seeks FMLA leave for a qualifying reason for which the City previously has granted FMLA-protected leave, the employee must specifically reference the qualifying reason for leave or the need for FMLA leave. If the employee fails to provide the City Clerk the reason for leave, leave may be denied.

When the City has sufficient information to determine whether the leave is for an FMLA-qualifying event, the employee will be notified within 5 days whether the leave will be designated and counted as FMLA leave, absent extenuating circumstances. At that time, employees will be provided written notice of their rights and responsibilities and the consequences for failure to meet these obligations.

When scheduling planned medical treatment, the employee must consult with the City Clerk in advance to ensure that the City's operations are not unduly disrupted by the employee's absence(s).

Employees should understand that, for any absences, whether covered by the FMLA or not, it is imperative to follow the City's usual and customary internal notice and procedural requirements for requesting leave, as outlined in the City's Employee Handbook. If an employee fails to comply with the City's internal notice and procedural requirements and no unusual circumstances justify such failure, FMLA-protected leave may be delayed or denied.

Par. 5.503 Certification and Recertification of FMLA Leave - The City requires that an employee provide a complete and sufficient certification of a serious health condition of the employee or the employee's family member, of a qualifying exigency, or of the need to care for a covered service member with a serious injury or illness. Certification forms are available from the City Clerk. The employee must submit the completed certification form to the City Clerk within 15 calendar days unless it is not practicable to do so under the particular circumstances. Failure to provide such certification may result in the delay or denial of FMLA leave.

If the City Clerk has reason to doubt the validity of a medical certification, the City, at its own expense, may require a second medical opinion from a physician it chooses. If the first and second opinions differ, the City, at its own expense, may require the opinion of a third health care provider that is approved jointly by the City and the employee. The third opinion will be considered final and binding.

Where the employee's need for leave due to the serious health condition of the employee or the employee's covered family member lasts beyond a single leave year, the City requires the employee to provide a new medical certification in each year the employee subsequently takes leave.

Where leave is taken for the serious health condition of the employee or the employee's covered family member, the City may require recertification of the leave every six (6) months, or on a more frequent basis in certain circumstances.

Employees returning from an approved FMLA leave due to their own serious health condition will be required to present a fitness-for-duty certification from their health care provider indicating that they are medically able to resume work. This certification specifically must address the employee's ability to perform the essential functions of his or her job. The City may delay returning the employee to work until this certification is received. Failure to provide this certification may subject the employee to termination.

In the case of intermittent FMLA leave for an employee's own serious health condition, employees are required to present a fitness-for-duty certification every 30 days if the City determines that reasonable safety concerns exist regarding the employee's ability to perform his or her duties because of the employee's serious health condition.

Par. 5.504 [Employee Responsibilities While on FMLA Leave](#) - During an approved FMLA leave, employees are entitled to the same health insurance they had before the leave began. Employees who pay some or all of their health insurance premium will be required to continue to pay the premiums in order to continue benefit coverage during the leave period. The employee is responsible for making arrangements to pay any premiums due during the leave period. Employees who do not return to work following FMLA leave will be liable for the payment of any health insurance premiums paid by the employer during unpaid FMLA leave, unless the failure to return to work was due to the continuation, recurrence, or onset of a serious health condition or for other circumstances beyond the employee's control.

Employees will be required to periodically advise the City of their status and intent to return to work at the conclusion of the FMLA leave. Employees also must provide notice to the City at least two (2) business days prior to their return to work. If an employee unequivocally indicates his or her intent not to return to work after taking FMLA leave, the employee is subject to termination.

While on leave, the employee may not be eligible for bonuses or other payments based on attendance or job-related performance goals, in the City's discretion, where the employee has not met that goal due to FMLA leave.

Outside employment during your leave period without City approval is prohibited and may result in disciplinary action, up to and including termination of employment.

Par. 5.505 [Return from Leave](#) - Employees returning from FMLA leave will be restored to the same or an equivalent job. The FMLA does not entitle a restored employee to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken leave.

A request to substitute paid leave for unpaid FMLA leave or a request for any leave not covered by the FMLA may be subject to additional approval, certification, and reinstatement requirements. In addition, employees requesting to substitute paid leave for unpaid FMLA leave or requesting other approved leave will be required to complete all applicable forms.

Par. 5.506 [Complaint Procedure](#) - If you believe you have been denied any right under the FMLA, please utilize the City's Complaint Procedure.

Par. 5.600 [Court Leave](#) - An employee performing court duty as a subpoenaed witness or juror will be granted leave with pay.

Par. 5.700 [Non-FMLA Leave](#) - Employees who need time off from work for qualifying medical reasons, but who are not entitled to leave under the FMLA or other leave law (such as those who are not eligible or who already have exhausted their FMLA leave) may be granted Non-FMLA Medical Leave at the City's discretion.

Upon return from an approved Non-FMLA Medical Leave, the employee must provide a release from his or her health care provider authorizing him or her to return to work and listing any work restrictions. Upon receipt of the return-to-work authorization from the health care provider, the City will review any work restrictions and determine whether the employee's position or another position for which the employee is qualified is available, including whether a reasonable accommodation is appropriate and available. If no such position is available, the employment relationship will be terminated.

This Policy will be applied in conjunction with the Americans with Disabilities Act, the Family and Medical Leave Act, the applicable state worker's compensation law, or other applicable local, state, or federal law.

Par. 5.800 Temporary Impairments – An employee with a physical or mental impairment which precludes him or her from working may request a leave of absence once the employee has exhausted all available FMLA leave and accrued PTO (and any sick leave under Par. 3.03). A request for leave of absence may be granted within the discretion of the City Manager or his/her designee, depending on the anticipated duration of the absence, the need to fill the position, and any other relevant and appropriate factors. A doctor's statement will be required to determine the length of leave necessary. Eligible male and female employees are entitled to unpaid maternity leave in accordance with the City's FMLA Policy.

Par. 5.900 Bereavement Leave - Time off with pay will be provided for up to three (3) days for the death of one of the following immediate family members: mother, father, brother, sister, mother-in-law, father-in-law, children, children-in-law, grandchildren, or spouse. Additional time off for death of an immediate family may be taken without pay or PTO may be taken.

SECTION VI- BENEFITS

Par. 6.100 Group Health Insurance - The City will provide insurance at a cost to be determined each budget year to regular employees and their families. Group health insurance is to be made available to covered regular employees after retirement or termination for a period of 18 months at the employee's cost. Group health insurance is to be made available to a covered employee who leaves because of disability for a period of 36 months at the employee's cost. Group health insurance is also to be made available to the covered dependents of a covered employee upon the death of the employee for a period of 36 months at their cost. Insurance will terminate at the option of the employer when the employee is covered by other group insurance. This Par. 6.100 shall not be construed as requiring the City to provide continuation coverage for employees and/or their dependents in excess of its obligations under federal COBRA.

- a. In accordance with the City's above-stated right to amend or modify this Group Health Insurance Policy, employees will pay pre-determined

percentages for health insurance costs (i) for single coverage at the Basic level and (ii) for family coverage at the Basic level. If a Premium Plan is selected, the employee will pay the additional cost.

- b. The City will not offer health insurance coverage for spouses of employees who have access to duplicate health insurance through their own employers.

Par. 6.200 Life Insurance - Each regular employee will be provided life insurance. Life insurance will be available to employees at an amount and cost to be determined each budget year.

Employees will become insured on the effective date of the plan provided they:

- 1. Are actively employed on a regular, full-time, permanent basis at the employer's place of business, and.
- 2. They are actively at work on that date, enrolled in the plan, and have satisfied an applicable probationary period, and;
- 3. Have satisfied any required evidence of insurability.

Par. 6.201 Short-term Disability and Long-Term Disability – the Cit pays 100% of the cost of these coverages for full-time employees.

Par. 6.300 Education - The City will pay the cost of approved courses that will increase the employee's job skills. Prior approval for such course work must be approved by the City Council. Classes scheduled during working hours must have prior approval from the City Manager and the City Council. Employees desiring to further their education for their own personal development must adhere to the following:

- a. A salaried employee's compensation may be reduced as a condition to the granting of the privilege at the discretion of the City council.
- b. Time off during working hours must have prior approval from the City Manager and City Council.

Par. 6.400 Retirement - The City will provide a retirement plan to regular employees.

SECTION VII - MOTOR VEHICLES

Par. 7.100 Vehicle Use - All motor vehicles owned or leased by the City and driven by City employees shall be used only in connection with City business. When said vehicles are not in use in the City's business, vehicles shall be kept on City property unless temporarily located elsewhere for maintenance or repair.

- a. No employee may use a City vehicle for personal purposes, other than de minimis personal use; and no employee shall use a City vehicle for any personal errand.

Par. 7.101 Exceptions - An exception shall be made for the following City employees: City Manager, Public Work Director, Utility Line Distribution Supervisor, Wastewater Plant Supervisor, and Inspector.

- a. These employees will be provided a City-owned vehicle to be used in connection with City business; and for bona fide non-compensatory business reasons the City shall require said employees to commute to and from work in the vehicle and to be available as needed on a twenty-four hour per day basis.
- b. The employees mentioned shall not use a City vehicle for personal purposes other than commuting or de minimis personal use.
- c. The City shall account for the commuting use by including an appropriate amount in the employee's gross income.

Par. 7.102 Use of City Vehicles Outside City Limits - Anytime it is necessary for a City vehicle to leave the City limits of Dahlonoga, the employee must notify his supervisor and receive permission. The employee will advise the supervisor where he is going and the nature of his business. The employee will go to the approved destination, conduct his business, and return to the City by the closest and most direct route possible. It shall be the responsibility of the employee to contact his supervisor when he returns to the City and his normal duties.

Par. 7.103 Safe Operation – Operators of City vehicles are responsible for the safe operation and cleanliness of the vehicle. Accidents involving a City vehicle must be reported to your supervisor immediately. Employees are responsible for any moving violations and fines which may result when operating a City vehicle. The use of seat belts is mandatory for operators and passengers of City vehicles.

The intent of this policy is to provide a mechanism for management to provide for the safe and effective use of its vehicles and equipment and to help ensure the safety and productivity of its employees. Violation of this policy may result in discipline up to and including termination of employment.

SECTION VIII - DISCIPLINE

Par. 8.100 Progressive Discipline - Progressive discipline is a process in which disciplinary action is taken in degrees of increasing severity. The City's government advocates progressive discipline when applicable. The action taken will depend on the degree and the circumstances of the violation. An employee who fails to adequately perform assigned duties or who violates established policies will be disciplined.

Par. 8.200 [Causes of Action](#) - The causes of disciplinary actions are:

- a. Chronic tardiness or absenteeism
- b. Negligence in performing assigned duties,
- c. Inefficiency in performing assigned duties,
- d. Inability or unfitness to perform assigned duties,
- e. Insubordination,
- f. Misconduct,
- g. Commission of a felony or a crime involving moral turpitude,
- h. Conduct reflecting discredit on the City or department,
- i. Failure to report to work without justifiable cause,
- j. Political activity that is prohibited by these policies,
- k. Failure to maintain a current Georgia driver's license required by law for the type of City vehicle driven by the employee. Note: The penalty may vary from reprimands up to termination of employment.
- l. Use of City-owned tools or equipment for personal use on private property.
- m. Failure by an employee to report a DUI charge within two working days.

The City will evaluate each issue on a case-by-case basis. This Policy is not intended to violate any state or federal laws or interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the NLRA.

Par. 8.300 [Types of Actions](#) - Disciplinary actions fall into two (2) general categories, reprimands, and adverse actions.

Par. 8.400 [Reprimands](#) - A reprimand is a formal means of communicating to the employee a warning that a problem exists and that it must be corrected. There are two (2) degrees of formality, the oral reprimand, and the written reprimand.

Par. 8.401 [Oral Reprimand](#) - In an oral reprimand, the manager or department head will verbally and privately explain to the employee that he or she is being reprimanded and describe the problem and what must be done to correct the problem.

Par. 8.402 [Written Reprimand](#) - In the written reprimand, the employee will receive a written statement describing the problem and what must be done to correct it. The reprimand will also contain a statement describing the probable consequences of not correcting the problem. The written statement will be given to the employee during a private interview.

Par. 8.500 [Adverse Action](#) - An adverse action is an action taken by the appointing authority or his designee, for cause, that results in a disciplinary suspension without pay, disciplinary salary reduction, or dismissal.

Par. 8.501 [Suspension Without Pay](#) - An employee may be suspended without pay for a violation of accepted policies governing performance and conduct. The suspension without pay shall not exceed thirty (30) days.

Par. 8.502 [Disciplinary Salary Reduction](#) - An employee's salary may be reduced from one pay step to a lower step for disciplinary purposes. The salary reduction does not constitute a demotion in pay grade.

Par. 8.503 [Dismissal](#) - An employee may be dismissed for disciplinary reasons when all other alternatives have failed to solve the problem, or when it is necessary to remove the employee from the workplace immediately and/or permanently.

Par. 8.600 [Notification and Response](#) - Once it has been determined that an adverse action should be taken, the following notification and response procedure will be observed.

Par. 8.601 [Notice of Proposed Adverse Action](#) - The appointing authority or his designee will give the employee a written notification of the proposed adverse action. The notification will contain the following:

- a. The effective date of the action,
- b. The specific charges and reasons for the action,
- c. A statement outlining consequences.

Par. 8.700 [Emergency Action](#) - The appointing authority or his designee may take immediate action against an employee under emergency situations. The immediate action will be to suspend the employee with pay until an investigation can be conducted. Examples of emergency situations are when crimes of moral turpitude are committed, when an employee may be injurious to himself, fellow workers, or the general public, or when an employee may damage public property.

Par. 8.800 [Review of Adverse Action](#) - Each adverse action will be reviewed by the City Manager, Department Foreman, and the Chairman of the Personnel Committee.

SECTION IX- ALCOHOL AND CONTROLLED SUBSTANCES

Par. 9.100 [Purpose](#) – The City seeks a drug-free workplace to protect working people and the public and to increase productivity. The use of alcohol or controlled substances by City employees while on the job constitutes a direct threat to property and the safety of others. The safety of citizens and other employees depends upon the ability of employees to think clearly with unimpaired faculties.

Employees will be notified, and are to sign statements acknowledging such notification, that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (defined in schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, and further defined in Regulation 21 CFR 1308.11-1308.15) is prohibited in the workplace.

As a condition of employment, employees will: abide by terms of this statement, and notify the City Manager of any criminal drug statute conviction no later than five (5) days after such conviction.

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. In the case of applicants, a violation of the drug-free workplace policy may result in the offer of employment being withdrawn. The applicant will have the opportunity to provide further information concerning the test results and/or further explanation. The City will consider information provided and comply with all applicable federal and local rules. If an employee violates the policy, he or she may be terminated from employment. The procedures are further outlined below.

Par. 9.101 Objectives - It is the objective of the City to provide safe and effective public service. To meet this goal the problem of alcohol and controlled substance abuse must be identified, confronted, and defeated. The City will establish an Alcohol and Controlled Substance Testing Program.

Par. 9.200 Policies –

- a. The use or possession of alcohol or any controlled substance while on work time or work premises is prohibited.
- b. The sale, distribution, or provision of alcohol or any controlled substance while on work time or work premises is prohibited.
- c. Reporting to work, or working, while intoxicated or otherwise impaired by alcohol or controlled substance use is prohibited.
- d. Alcohol or controlled substance related off-duty conduct that tends to undermine the reputation, authority, or efficiency of the City is prohibited.
- e. All employees shall submit to alcohol and controlled substance testing:
 1. At a convenient time after hiring but before beginning work.
 2. At random intervals during the year while on duty.
 3. When, in the opinion of at least two supervisory personnel, there is a reasonable suspicion that any employee of the City has violated any provision of the Alcohol and Controlled Substance Policy. Refusal to submit to testing shall constitute insubordination and shall be a sufficient ground for termination.
 4. When an employee is involved in an accident which results in property damage or personal injury. If, due to injuries, the employee cannot submit to testing within the prescribed time, the employee will provide

the City with necessary authorization required to obtain hospital reports and other documents that would indicate the presence or non-presence of any drugs and/or alcohol in the employee's system at the time of the accident.

5. Legally prescribed medications/drugs may be taken during working hours. Employees should notify their supervisors if the use of prescribed medications/drugs might affect their performance. Abuse of prescription medications/drugs will not be tolerated.

Par. 9.300 Procedures -

- a. If the results of a test confirm the presence of alcohol or any controlled substance in the system of the employee, it will be assumed that the employee is impaired. This impairment will result in the immediate termination of the employee. The employee may through his own effort attempt to rebut the assumption of impairment through additional testing. If such tests produce negative results, the assumption of impairment may be considered rebutted, depending upon such factors as the timing of the test and other circumstances surrounding the impairment. The employee will be reinstated upon successful rebuttal.
- b. At all times during an investigation of violations of the Alcohol and Controlled Substances Policy, the confidentiality of the case will be protected.

SECTION X - SAFETY AND WELLNESS IN THE WORKPLACE

Par. 10.100 Philosophy - The City is extremely conscious of the Safety and Wellness of our employees and the citizens of our community. The City acknowledges that a valid safety and wellness program is an important function of our operational and administrative departmental employees.

The City acknowledges that a valid safety program is an important function of our operational and administrative systems. We also acknowledge that the function of a safety program pertains to all employees of our various departments.

The health and safety of all employees throughout the City is of primary importance and each department shall endeavor to maintain a safety conscious attitude throughout its operations.

In adherence to the policy, all employees are expected to accept the concept that the safe way to accomplish a task is the most efficient and the only way to perform it.

Safety performance is an important measurement of supervisory and employee performance and will be included in the evaluation of all employees.

Par. 10.200 Health Services and Education - Through a Wellness Grant, healthy living skills shall be taught as part of the regular instructional program and provide the opportunity for all employees to understand and practice concepts and skills related to health promotion and disease prevention.

- a. A representative from LGRMS and the City Wellness Coordinator conducts a Health Risk Assessment for all employees. Each employee is requested to fill out a health survey and will be presented later with a report that identified the risk areas for employees and suggestions for health and safety practices and improvements that could be made.
- b. Wellness Coordinator will conduct a lunch and learn on an annual basis. Employees will be served a healthy lunch to demonstrate how to eat healthy.
- c. A Wellness Fair will be conducted annually for all employees. Employees will receive various tests, including but not limited to, PSA, thyroid, cholesterol, and blood sugar. Also, weight assessment and other health related tests will be conducted.
- d. Flu shots will be available for all employees.
- e. LGRMS representative and the City Wellness Coordinator will conduct a 360 Health Program which delivers unprecedented value through a suite of programs, tools, and resources to discover all the services and benefits available.
- f. This program is not intended to violate any state or federal laws. Any employee that has questions or concerns about participating in such a program should notify the HR Department of such concerns. The City will handle each such inquiry or request on a case-by-case basis.

Par. 10.300 Healthy and Safe Environment - It is the policy of the City to create a healthy and safe environment for all employees in each department.

The City of Dahlonega is conscious of the safety of our employees and the citizens of our community. As an employer, we aim to ensure the safest possible workplace for our employees.

It is our belief that most accidents are preventable. In accordance with this belief, we have allocated resources to administer an aggressive loss control program in our municipality. Each employee should assume responsibility for his/her own safety, as well as the safety of co-workers and the public.

Each Department Head is responsible and will be held accountable for the loss control performance within his or her department. Our safety coordinator (the City Clerk) has been appointed to coordinate our overall loss control program. Line functions are the responsibility of Department Heads and supervisors. It is expected that Department Heads will complement the effort of the safety

coordinator to reduce accidents and provide for the safety of the public. These loss control responsibilities are ongoing.

All employees are responsible for cooperating with and supporting our loss control program activities and objectives. All employees are expected to adopt the concept that the safe way to perform a task is the only acceptable way to perform the task.

Loss control is every employee's responsibility. Only with your help can we continue to maintain a safe environment for both our employees and the citizens we serve.

- a. City buildings and grounds, structures, vehicles, and equipment shall meet current health and safety standards, and be kept clean, safe and in good repair while considering budget limitations.
- b. Each department and work site shall be in compliance with Section IX -Alcohol and Controlled Substances of the City Personnel Policy.
- c. Safety procedures and appropriate training for management, supervisors and employees shall support personal safety and a violence and harassment free environment.
- d. For employee safety, every employee will wear appropriate attire and any protective clothing supplied in connection with his job during all times that he is subject to the risks for which it was provided.
- e. Each work site, shall create an environment where employees and citizens are respected, valued, and exemplify high expectations for personal behavior and accomplishments.
- f. In case of accident or injury employees will follow normal emergency procedures. As soon as reasonably possible, employees will report all accidents and injuries to the site administrator or designee.
- g. All non-office personnel shall be required to wear safety toed boots. Boots can be metal or composite toed but must comply with the seventy-five (75) foot-pounds standard. The boots must also be a minimum of six (6) inches in height. The City will reimburse employees up to \$150 per year to off-set the cost of this expense.

The health and safety of all employees throughout the City is of primary importance and each department shall endeavor to maintain a safety conscious attitude throughout its operations.

In adherence to the policy, all employees are expected to accept the concept that the safe way to accomplish a task is the most efficient and the only way to perform it.

Safety performance is an important measurement of supervisory and employee performance and will be included in the evaluation of all employees.

Par. 10.301 Uniform Requirements - It is essential during the performance of duty that the public be able to clearly identify employees as a representative of the City of Dahlonega. Often our employees are required to issue verbal directives or enforce rules, regulations, or ordinances as set out by the council and it is imperative that we clearly identify as someone with the authority to enforce such regulations. It is the policy of the City of Dahlonega that all personnel who are issued a City provided uniform or shirt identifying them as a City employee are required to wear that clothing item while on duty. Employees who are on call or are called back should wear their uniform, if possible. However, the City understands this may not be possible in all call back or on call circumstances given the emergency nature of some requests. Employees should not wear City issued uniform items when off duty.

Par. 10.302 Employee Experiencing a Health Crisis – When working with an employee who expresses that he or she might be having a health crisis, or an employee who exhibits physical distress the following steps should be followed:

- 1) If the employee is unconscious or appears unable to respond, call 911.
- 2) If the employee is conscious offer to call 911 or their emergency contact.
- 3) DO NOT physically restrain an employee from leaving.
- 4) DO NOT transport an employee in a City/department vehicle or in a personally owned vehicle.

Par. 10.303 Inspection/Monitoring - The City provides offices, desks, computers, and other City property to employees for their use while employed by the City. These items are the property of the City.

The City can make no assurances about the security or privacy of any office, desk, file cabinet, computer, or other City facility and discourages the storage of valuables, perishables, and other personal items in them.

Additionally, the City reserves the right to open and inspect any item of any kind on City property, including in an office, desk, computer and files, file cabinet, or City property and its contents, at any time with or without reason, notice or consent. All vehicles parked in secure parking areas that restrict the general public by way of a gate, security officer or station, or other similar means and all vehicles parked in temporary parking areas are subject to search at any time with or without reason.

Employees should understand that any conversations over the City's telephones and similar voice systems may be monitored or recorded for any reason as a part

of normal business operations. By using the City's telephones, employees expressly consent to such monitoring and recording for all lawful purposes and any use of the City's telephones and similar voice systems is done so with the knowledge and awareness of this Policy.

Similarly, employees should be aware that, in order to promote the safety of employees, patrons, visitors, occupants, as well as the security of its assets and properties, the City may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, showers, and dressing rooms, and that employment with the City constitutes an express awareness of and consent to such surveillance.

Par. 10.400 Safety and Wellness Committee - As part of our commitment to safety and wellness, the City established a Safety and Wellness Committee that meets quarterly.

- a. Members of this Committee consist of the Safety Coordinator, Wellness Coordinator, and representatives from each department. The Committee members are issued a Safety and Wellness Manual that contains training materials for the year.
- b. The Committee as a group will conduct a safety inspection of each facility and inform their Department Head/Supervisor of any concerns found during inspections and corrects any problems that might be found.
- c. The Committee members will conduct meetings in each department. The meetings will cover the materials supplied by the Georgia Municipal Association and information included in the Safety and Wellness Manuals.
- d. The Committee will have all employees sign an attendance sheet at each meeting.

Par. 10.500 Safety and Wellness Personal Protection Equipment - It is the policy of the City to provide personal protective equipment (PPE) to all employees as needed to ensure that they will be protected from injury in the performance of their duties to the maximum extent practicable.

- a. Each affected employee shall use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids, chemical gases or vapors, or potentially injurious light radiation. Each affected employee shall use eye protection that provides side protection when there is a hazard from flying objects.
- b. Shin guards, chaps, etc., are required on special jobs and when using special equipment such as chain saws and where poisonous snakes may be present.

- c. All employees must use appropriate hand protection when exposure to hazards such as skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes could occur.
- d. Gloves shall not be worn where there is a possibility of the glove being caught in power-driven machinery, drill presses, augers, etc.
- e. It will be the responsibility of all employees to properly employ personal protective devices, store and maintain the PPE that has been issued to him/her, and to report or return missing/defective PPE to his/her supervisor.
- f. Employees who are subject to impact noise must protect their hearing by use of earplugs. Each employee should keep his own protectors and never use those of his co-workers.

Par. 10.501 Safety and Wellness Road Safety Equipment - It is the policy of the City to warn or limit general public or vehicular access to a specific construction zone or work area.

- a. Strobe lights are to be placed on fleet vehicles in order for them to be more visible by other traffic. Strobe lights are to be used anytime vehicles are parked within right-of-way, escorting slow moving equipment, identifying hazards, etc....
- b. All construction zones must have traffic control such as cones, barrels, construction signs, sign stands, etc. that adheres to Chapter VI of the Manual on Uniform Traffic Control Devices (MUTCD).
- c. All employees must wear approved seat belts when driving or riding in a City vehicle or operating equipment outfitted with rollover protection.
- d. Employees are not to ride in the back of any truck. (Excludes sanitation workers on the back of rear-loading garbage trucks, only if employee is wearing safety harness.)
- e. It is permissible for up to three employees (including driver) to ride in the front seat of sedans, pick-ups and other trucks provided they are equipped with three seat belts.

Par. 10.600 Reporting Injuries - It is the goal of the City to accurately monitor and track all injuries and accidents.

- a. Immediately report injury to your supervisor.
- b. All injuries should be reported to the City Clerk as soon as possible. In no event shall this exceed one business day.
- c. Injuries that require the attention of physicians, but which are not acute emergencies, must be taken to a City worker compensation doctor.

- d. The nearest open facility, ambulance, or physician shall treat acute, severe emergency situations.
- e. After the employee is treated, the doctor will indicate whether or not further treatment or follow-up is needed. The doctor should complete a release form and the employee will return this form to his/her supervisor.

Par. 10.700 City Vehicle/Rolling Equipment Accidents - The following policy has been established for accidents involving City Vehicles/Rolling Equipment.

- a. Any driver of a City vehicle involved in an accident will notify the Lumpkin County Sheriff's Office or the proper agency to investigate the accident. The City Manager's office or the employees Department Head shall be immediately notified of the accident. This includes accidents in the City limits and outside the City limits.
- b. If damages or injury occur to non-City vehicle/property, the accident report will be handled as any other accident.
- c. The responding officer will send the accident report to the City Clerk, who will forward to the City Manager's Office.
- d. Alcohol/Drug test will be given to any employee involved in an accident while using a City Vehicle or Rolling Equipment.

Par. 10.800 Workplace Violence - The City is committed to providing its employees a safe environment for working and conducting business. In this regard, the City will not tolerate any threats, threatening behavior, acts of violence, or any related conduct which interferes with or disrupts the City's safe working environment. This prohibition applies to City employees, vendors, customers, and visitors, whether the conduct occurs on or off City property.

Par. 10.801 Prohibited Conduct - Threats, threatening behavior, acts of violence or related disruptive conduct includes conduct against persons or property that is sufficiently severe, offensive, or intimidating that it disturbs, interferes, or prevents normal work functions or activities. Specific examples of conduct that may be considered "threats, threatening behavior, acts of violence or related disruptive conduct" include, but are not limited to, the following:

- 1. Threatening to harm an individual or his/her family, friends, associates, or their property.
- 2. The intentional destruction or threat of destruction of property owned, operated, or controlled by the City.
- 3. Harassing or threatening individuals through any form of written or electronic communications.
- 4. Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the City.

5. Harassing surveillance of another City employee and making a credible threat with intent to place the other person in reasonable fear of his or her safety.
6. Unlawful possession of firearms, weapons, or any other dangerous devices on City property except as provided for by the Business Security and Employee Privacy Act.

[Par. 10.802 Complaint Procedure](#) - All employees are responsible for refraining from making threats, engaging in threatening behavior, acts of violence or related disruptive conduct and for seeking assistance to resolve personal issues that may lead to acts of violence in the workplace. If you feel that you have experienced or witnessed conduct that is prohibited under this Policy, you are to follow the City's Complaint Procedure.

[Par. 10.803 Weapons at the Workplace](#) - Except as specifically exempted below, City of Dahlonaga employees are prohibited from possessing firearms and weapons on City property. Furthermore, on duty City employees are prohibited from possessing weapons while performing their duties in any location or situation in which the individual is acting in his/her capacity as an employee of the City. This policy shall apply to all City employees, regardless of full-time or part-time status. This policy also applies to individuals that may be assisting the City in a volunteer status.

Exceptions:

- a) Authorized law enforcement personnel and hired security personnel while performing their official duties.
- b) Pursuant to O.C.G.A. 16-11-135 employees may keep a weapon(s) in a locked motor vehicle or one which is in a locked container or in a locked firearms rack which is on a motor vehicle and such vehicle is parked in a city parking facility.
- c) Employees may possess licensed weapons for personal protection while traveling out of town on business purposes when allowed by law.

These restrictions and prohibitions shall apply to all employees unless an exemption applies regardless of any license or permit that an individual may have pertaining to said firearms and weapons including a concealed weapons permit. Prohibited weapons include, but are not limited to guns, long guns, firearms, knives, or swords with blades over four inches in length, explosives, or other such devices specifically designed and intended to cause harm to another person. An employee found to be harboring a firearm or other weapon or indicating to others he/she has a concealed deadly weapon or firearm on the job, should immediately be reported to a supervisor. Employees may be required to open their desks,

lockers, bags, etc. if a justifiable suspicion is brought forth that they may be harboring a firearm or deadly weapon.

Employees who violate this policy will be subject to disciplinary action up to and including employment termination.

Par. 10.804 Serving Customers with Weapons - While not required, employees are authorized to make alternative meeting arrangements when serving customers with firearms or weapons. When an employee is serving an individual carrying a firearm or other weapon and he/she feels personally uncomfortable doing so, such staff is authorized to contact their supervisor who, at their discretion, may make alternative arrangements to best serve the customer. Alternative arrangements may include setting up an appointment at a specific date, moving meeting locations, seeking assistance from others including obtaining the presence of law enforcement personnel during such meetings, and/or other similar arrangements. The purpose of alternative arrangements is to minimize employee discomfort and potential for disruption while providing quality customer service.

Par. 10.900 Security – The City is committed to providing a secure workplace and ensuring the protection of corporate assets and proprietary information. Security is an integral part of your job responsibilities. Be sensitive to information you generate or have access to, protect corporate assets such as inventory, records, and office supplies, secure your work area when left unattended, and report security related issues to your manager. If contacted by the media regarding any aspects of your employment, duties, or other activities at the City, please advise the media to direct any inquiries to the City Manager. You should immediately contact your supervisor or department head to advise him/her of any media inquiry.

Par. 10.901 Key Control Policy - Certain City employees, board members, state and federal organizations and civic groups and contractors may be provided key(s) to access certain City buildings, equipment, vehicles, and/or property to assist them in the performance of their jobs. The keys and key control system belong to the City of Dahlonega, acting by and through its duly elected council. Building and/or property access may only be used for City business purposes. Anyone violating this policy is subject to disciplinary action. Disciplinary action may include, but not be limited to, monetary fines, written reprimands, and/or termination.

Authority and Responsibility. The Key Controller is an individual responsible for managing the key control system. The Key Controller is authorized to initiate, through the City Manager and Finance Director, procedures needed to implement this policy. The Key Controller is responsible for maintaining all keys and core records, providing forms, and contacting the appropriate locksmith to request keys or lock changes. Individuals having custody of City of Dahlonega keys are

authorized to use them for City business purposes only. They are responsible for reporting lost or stolen keys immediately to the Key Controller and for returning keys to the Key Controller when no longer needed. Keys should never be given or loaned to another person. Keys that have been issued to an individual are that individual's responsibility and improper use can result in disciplinary action(s). Improper use of keys severely compromises the integrity and security of the key control system. No key, including City vehicle keys, should be duplicated without prior authorization from the Director or Department Head and/or Key Controller. No key, including City vehicle keys, should be mailed, or shipped.

Key Requests. All requests for keys should be made in writing, via email, to the Key Controller from a Director, Department Head, Manager, Agency Head, or City Manager. The request should state the individual to be assigned the key, and the areas or specific keys the individual should be assigned. The key code should be provided if known. The Key Controller will verify if he/she has the keys in inventory, or locksmith may be contacted to have the keys cut. The Key Controller will notify the Director or Department Head making the request when keys are available for pickup. When the keys are available, the individual being assigned the keys must meet with the Key Controller. A sign-out/sign-in sheet will be completed when keys are issued, and the individual must sign for the key(s).

Lost or Stolen Keys. Notification of any lost or stolen key must be made immediately to the Director or Department Head and Key Controller via a lost key affidavit form. Individuals reporting a lost or stolen key will be asked to complete an incident report detailing the date and time and circumstances of the incident. The Incident Report should be given to the Key Controller, with a copy provided to the City Manager. After the report is reviewed, Administration will determine whether locks must be re-keyed for security reasons. Administration will also determine if individual is responsible for cost of replacement key(s), cores, and re-keying.

Returned Keys. All keys issued to an individual are the property of the City of Dahlonega and must be returned when keys are no longer needed. Any individual terminating employment with the City must return all assigned keys to the Key Controller. If the Key Controller is not available or circumstances do not allow, keys must be returned to Director or Department Head before leaving City property. It is the responsibility of the Department Head to ensure keys are collected or that the employee meets with the Key Controller to turn in keys. Keys are the property of the City and each individual will be held responsible for the keys issued to them.

SECTION XI – COMPUTER, EMAIL, INTERNET, PERSONAL DEVICES & SOCIAL MEDIA POLICIES

Par. 11.100 Purpose and Application - The City provides a variety of technology resources to its employees for purposes of its business operations and to help

employees perform their jobs. While these technology resources are often necessary and helpful tools, they also pose risks and must be used with common sense and good judgment. As such, the City has developed this policy to establish guidelines for the use of its technology resources. For purposes of this policy, the City uses the term “technology resources” to refer generally to all of its computing, network, and electronic resources, such as computers, software, networks, email systems, telephones and cellular phones, voicemail systems, fax machines, and Internet access.

Par. 11.101 Business Use Only - The use of the City’s technology resources is for City business and is to be used for authorized purposes only. These technology resources are established, maintained, and provided by the City for employees to use for the furtherance of the City’s business and not for personal use. However, the City acknowledges that some personal use of its technology resources is inevitable and may be necessary at times. Therefore, the City permits brief and occasional personal use of its technology resources, provided that such personal use is minimal, reasonable, adheres to the requirements in this policy, and does not interfere with the performance of one’s job duties. The City has sole discretion to determine what constitutes reasonable personal use and whether personal use is interfering with the performance of one’s job duties.

Par. 11.102 Personal Mobile Devices at Work - Employees may bring personal mobile devices to work, such as personal cell phones, smart phones, and tablets. However, these personal mobile devices may not be used to perform any City business or work-related activities and may not be used to access the City’s data or networks, unless authorized in advance and configured by the City’s IT Department. If authorization is given to use a personal mobile device for work purposes or to access the City’s data or networks, the employee must comply with this Technology Resources Policy when using the device. Employees also may not use the authorization to use a personal mobile device for work purposes or to access the City’s data or networks to work from home or otherwise work additional time not approved in advance by the City.

In addition, although employees are permitted to bring personal mobile devices to work, they are at all times expected to devote their entire time and attention to performing their job duties for the City without distraction by their personal mobile devices. Therefore, employees may not use personal mobile devices during work hours except for emergency reasons only. Employees may, however, use personal mobile devices during non-work hours, such as during an approved break or meal period, provided that such use is outside the view of any guests who may be the City’s offices and is not in violation of the City’s policies. In addition, employees must keep their personal mobile devices on “vibrate” or “silent” mode at all times while at work.

Par. 11.103 Ownership and Access to Technology Resources - All of the City’s technology resources, including all data and files stored on or transmitted using

the City's technology resources, are the property of the City. This means that the City owns all data and files stored on or transmitted using any of the City's technology resources, such as computers, network servers, or email servers. As such, the City retains the right to access, monitor, and inspect its technology resources, and any of the data and files stored and/or transmitted therein, at any time. This applies even with respect to data or information transmitted or received using any of the City's technology resources, such as its networks or Internet connection, even if such is done using an employee's personal device, such as a personal mobile phone, smartphone, or computer. This right applies both during an employee's employment with the City and after its termination for any reason, voluntary or involuntary.

Employees should not have an expectation of privacy in anything they create, store, send, or receive using the City's technology resources. In this regard, employees are specifically advised that passwords are designed to give employees access to all, or part of the City's technology resources; they are not designed to guarantee employee privacy or security in any data or file created, stored, sent, or received on any of the City's technology resources. Employees may not change passwords without prior express permission. Upon termination of employment, employees must return all passwords to the City.

Par. 11.104 Guidelines for Acceptable Use of Technology Resources - Employees are expected to access and use the City's technology resources in a professional manner and in compliance with this and all other City policies. Therefore, employees are prohibited from engaging in any unauthorized, prohibited, or inappropriate conduct using the City's technology resources including, but not limited to, the activities described below. This list is not intended to be an exhaustive description of all conduct that may be inappropriate or violate this policy, but is illustrative of the type of prohibited conduct for which employees may have their privileges of use and access to the City's technology resources revoked and be subjected to disciplinary action:

1. Accessing any technology resources, including networks, servers, drives, folders, or files, to which the employee has not been granted access or authorization or in a manner that exceeds such employee's access or authorization (this accessing any other person's computer, voicemail, files, or data without approval);
2. Making unauthorized copies of City files or other data;
3. Using any of the City's files or other data for an unauthorized purpose, even if the employee was otherwise authorized to access such files or data;
4. Revealing, publicizing, or otherwise disclosing any confidential information of the City without authorization;
5. Destroying, deleting, erasing, or concealing City files or other data, or otherwise making such files or data

- unavailable or inaccessible to the City or to other authorized users of the City's technology resources;
6. Violating any law, regulation, or order of the United States or any state, county, City, local government, or jurisdiction in any way;
 7. Violating the terms of any user agreement, license agreement, or other type of contractual agreement of any software program, application, website, or other product or service;
 8. Illegally downloading, copying, transmitting, viewing, or accessing any material protected under copyright law or make such material available to others;
 9. Engaging in any other unlawful or malicious activities;
 10. Intentionally propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the City's technology resources or those of any other individual or entity;
 11. Defeating or attempting to defeat security restrictions on any of the City's technology resources;
 12. Viewing or transmitting any material, or engaging in any conduct, that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, violative of the City's EEO Policy or other personnel policies, or that is otherwise unlawful or inappropriate. It is within the City's sole discretion to determine what constitutes inappropriate use or material under this policy. If you are unsure whether any use or material would be considered inappropriate, you should seek clarification from your manager before accessing or distributing such material. If you are in any doubt, do not access or distribute the material;
 13. Using abusive, profane, threatening, discriminatory, harassing, offensive, otherwise objectionable language in either public or private messages;
 14. Sending, receiving, downloading, uploading, or otherwise accessing or viewing any pornographic materials;
 15. Causing congestion, disruption, disablement, alteration, or impairment of the City's technology resources;
 16. Installing any software without authorization; and
 17. Using any of City technology resources for personal financial gain unrelated to one's employment with the City.

Par. 11.105 Other City Policies - All of the City's policies, including, but not limited to, its policies on Equal Employment Opportunity, social media, and non-solicitation, apply to the use of the City's technology resources. If any employee

feels that he or she has witnessed or been the subject of any conduct in violation of this policy, the employee should utilize the Complaint Procedure.

Par. 11.106 Compliance with NLRA – Employees should understand that nothing in this Policy, or any other City policy, should be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the National Labor Relations Act (“NLRA”). The City respects the Section 7 rights of employees and has and always will comply fully with its obligations under the NLRA and the City emphasizes that this Policy does not intend to cover conduct engaged in by employees that is protected by the NLRA.

Par. 11.107 Discipline - Employees will be subject to discipline, up to and including termination from employment, for violating this policy. Therefore, before using any of the City’s technology resources, employees should consider whether their actions meet the expectations set forth herein. In doing so, employees should be mindful that electronically stored information can often be saved or retrieved even after an employee believes he or she has taken steps to “delete” it.

Par. 11.200 Social Media Policy - in general, the City views social networking websites (e.g., MySpace, Facebook, Twitter), personal websites, and blogs positively and respects the right of employees to use them as a medium of self-expression. However, the use of these types of websites can impact both the City and employees alike. Therefore, the City has created this Policy to establish its expectations for employee use of these types of websites.

Par. 11.201 Applicability - This Policy is meant to apply to social networking sites, personal websites, blogs, photo sharing sites, video sharing sites, podcasts, as well as bulletin boards and comments posted on other websites. For ease of reference, this Policy refers to all of these types of websites generically as “social media websites.” The absence of an explicit reference to a specific website is not meant to limit the application of this Policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. You should consult with your manager or supervisor if you are uncertain about any of your activities on a social media website.

Par. 11.202 No Interference with Job Duties - The City’s Internet and computer resources are provided to employees to allow them to complete their job duties and should be used for business purposes only. As such, the City does not allow personal use of social media websites during work time.

Par. 11.203 Use Outside of Work - Employees may use social media websites during their personal time outside of work. Employees must be aware, however, that information they display on the Internet not only reflects on themselves but

could be associated with the City as well. Therefore, employees are expected to follow these guidelines when using any social media website:

- i. If an employee identifies himself as an employee of the City, the employee must place a disclaimer in his/her profile, post, or publication that clearly states that any and all opinions or views expressed are those of the employee and not the City.
- ii. Employees may not reference or display any information about any of the City's customers, business partners, or third parties inconsistent with the City's EEO Policy, or other provisions of this Policy.
- iii. Employees are expected to comply with the City's EEO Policy and other policies, as allowed by law, and refrain from making comments that are malicious, abusive, unlawful, slanderous or detrimental to the City, its employees, its customers, or third parties in violation of the City's EEO Policy, or other provisions of this Policy.
- iv. Confidential and proprietary information of the City is not to be discussed or referred to by employees on any social media website, even in private messages between site members who have authorized access to the information.
- v. Employees are responsible for reading, knowing, and complying with the Terms of Service of the social media websites they use.
- vi. Employees are expected at all times to comply with the law in regard to copyright, trademark, and plagiarism. Posting of someone else's work without permission is not allowed.
- vii. The City encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page or social networking site can be relayed and often misunderstood by the reader. Employees must use their best judgment and also comply with the City's policies.

Par. 11.204 Application of Other City Policies - All City policies apply with equal force to employee use of social media websites. In particular, employees are expected to follow the City's EEO Policy when participating in social media websites. The City considers behavior that is inappropriate in the workplace to be inappropriate on the Internet as well, including the City's EEO Policy concerning discrimination, harassment, and retaliation applies equally to the treatment of employees in the workplace or on the Internet.

Par. 11.205 Disciplinary Action - While the City respects the right of employees to use social media websites, it has established this Policy for the benefit and protection of the City and its employees. Any employee witnessing or who believes a violation of this Policy has occurred should utilize the City's Complaint Procedure. The City takes the expectations explained above very seriously. As

such, employees are advised that violating this Policy may result in disciplinary action, up to and including termination.

Par. 11.206 Compliance with NLRA - Employees should understand that nothing in this Policy, or any other City policy, should be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the NLRA. The City respects the Section 7 rights of employees and has and always will comply fully with its obligations under the NLRA and the City emphasizes that this Policy does not intend to cover conduct engaged in by employees that is protected by the NLRA.

Par. 11.300 Mobile Telephones and Portable Communication Devices - The City provides mobile telephones and other portable communications devices to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, associates, and others with whom they may conduct business. Mobile telephone or portable communications device use is primarily intended for business-related purposes. However, occasional, brief personal use is permitted within a reasonable limit. Mobile telephone and portable communication device invoices may be regularly monitored by the City, and employees should not have any expectation of privacy in any information that may be contained in such invoices.

Employees may have access to a mobile telephone or portable communications device while in their vehicles and should remember that their primary responsibility is to drive safely and obey the rules of the road and the laws of the state in which they are driving. Employees are prohibited from using mobile telephones or other portable communications devices while driving and should safely pull off the road and come to a complete stop before dialing or talking on the telephone. No employee may engage in texting while driving. As a City employee, mobile telephone and portable communication device users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a mobile telephone or other portable communications device.

Par. 11.301 Cybersecurity – The City of Dahlonega recognizes the importance of establishing a culture within the organization that raises awareness of cybersecurity basics and sets a path toward risk reduction. The City will offer training to employees regarding the dangers of cyber threats and attacks. The City will take steps, including retaining appropriate third parties, to protect the integrity of the City’s infrastructure and to make sure the City’s data is properly secured and restorable.

Par. 12.100 Other City Policies – The City maintains other Department rules, policies, and procedures that may be helpful to City of Dahlonega employees and may be used by Department Heads or Directors. All such department operating rules and regulations and subsequent amendments, not in conflict with the

Personnel Management System Policies, should be followed by employees to the extent they are applicable to that employees' job duties. These policies and procedures have not all been included in this handbook since they may not apply to every employee (ie. Travel and Purchasing policies). Employees must work with their individual department managers and supervisors to learn of and follow applicable policies. To the extent there are any questions as to the controlling policy, the employee should consult with his or her supervisor or HR to clarify any questions.



DISCLAIMER AND ACKNOWLEDGMENT – PLEASE READ CAREFULLY

I have received a copy of the City’s Personnel Management System Policies, and I accept responsibility for reading the City’s Policies and becoming familiar with the contents. I understand that these Policies consist of general guidelines that may or may not be applied or followed in specific cases. This copy may not be the most current version. I acknowledge that a copy of the most current version of the City Policies are available from the Human Resources Administrator. The current version maintained by the City Clerk are the official City Policies.

Purpose

The information contained in these Policies are designed as an advisory guide to assist the City and our managers and department heads with the effective management of personnel and is not meant to address every conceivable situation or issue that arises in the workplace. The provisions and guidelines contained in these Policies are not binding on the City and may be changed, interpreted, modified, revoked, suspended, terminated, or added to by the City, in whole or in part, at any time, at the City’s sole option, and without prior notice to employees. These Policies are not intended to cover every situation which may arise or to create specific policy to be applied in every instance. Instead, these Policies are intended only to provide general guidelines concerning personnel decisions. Of course, if any employee is subject to a collective bargaining agreement, that agreement supersedes any provisions of these Policies that are in conflict. Also, these policies and any practice or policy of the City will be applied consistent with all applicable laws and regulations.

Interpretation

Interpretation of the policies and procedures contained in these Policies are governed by, and is the responsibility of, the City Manager/City Council. Whenever clarification or assistance in interpretation is required, please contact the City Manager/City Council.

Employment-At-Will

Nothing contained in these Policies are intended to create, comprise, or define, nor should it be construed to constitute, any type of oral or written employment contract, promise, or guarantee, express or implied, between the City and any one or all of its employees. Nothing in these Policies is intended to provide any assurance of continued employment. In the absence of a specific agreement to the contrary, authorized in

writing by the City Manager of the City, employment with and compensation from the City are for no definite period of time and may be terminated by the City or the employee at any time, for any reason, with or without cause, and with or without notice as outlined in the policies. Any written or oral statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by prospective or existing employees.

I further understand that the City's policies and procedures, including those described in any publication, letter, poster, handout, or other communication, are subject to suspension, modification, or elimination at any time, without notice.

Signature

Date

Print Name

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE



Ordinances and Resolutions

DATE: March 11, 2022
TITLE: FY2021 Fourth Quarter Budget Amendment
PRESENTED BY: Allison Martin, Finance Director

AGENDA ITEM DESCRIPTION:

FY2021 Fourth Quarter Budget Amendment

HISTORY/PAST ACTION:

The FY2021 Budget was approved by Council on September 8, 2020, and previously amended for re-appropriations by Resolution 2021-05 on March 1, 2021, Resolution 2021-07 on June 7, 2021, and Resolution 2021-12 on September 7, 2021. City Council has made decisions during the fourth quarter of the fiscal year that requires adjustments to the budget. Also, a review of the financial activity indicates that budget adjustments are needed to more closely reflect expected results.

FINANCIAL IMPACT:

The financial changes are presented for each fund and described in Resolution Attachment A. We are still awaiting our financial statements as of Friday, March 11, and are unable to complete them at this time. We have answered the auditor's remaining questions regarding fixed assets and expect to receive our draft financials the week of March 14th which will allow this item to be completed and distributed prior to the next work session.

RECOMMENDATION:

It is recommended that Council approve the budget amendment as presented.

SUGGESTED MOTIONS:

I make a motion to approve Resolution 2022-02 FY2021 Fourth Quarter Budget Amendment

ATTACHMENTS:

Resolution 2022-02 FY2021 Fourth Quarter Budget Amendment

RESOLUTION 2022-02
FISCAL YEAR 2021 FOURTH QUARTER BUDGET AMENDMENT

WHEREAS, the City Council approved a budget for fiscal year 2021 for the City of Dahlonega on September 8, 2020, and

WHEREAS, the budget is a dynamic rather than static revenue and spending plan which requires adjustment from time to time as circumstances change; and

WHEREAS, through review of the financial activity and financial decisions of City Council for the current fiscal year, there are budget adjustments needed to more closely reflect expected results.

NOW, THEREFORE BE IT RESOLVED that the Mayor and City Council of the City of Dahlonega, Georgia hereby adopts the adjustments to the Fiscal Year 2021 Budget as presented on “Attachment A” attached hereto and made a part of the Resolution.

ADOPTED this 21th day of March, 2022.

CITY OF DAHLONEGA, GEORGIA

By: _____
JoAnne Taylor, Mayor

Attest:

Mary Csukas, City Clerk



City Council Agenda Memo

DATE: March 11, 2022
TITLE: Servline Leak Protection Program
PRESENTED BY: Allison Martin, Finance Director

AGENDA ITEM DESCRIPTION:

Servline Leak Protection Program for Utility Customers

HISTORY/PAST ACTION:

When a customer receives an unusually high utility bill associated with a water leak, the city, as a courtesy, partially adjusts the bill for both water and sewer when a request for a leak adjustment is submitted. On average, the city makes 150 adjustments annually. The amount of the adjustment varies per account, but this results in not only lost revenue for the city but leaves the customer with dissatisfaction and in some cases a payment plan to cover their portion of the leak. Staff researched other water/sewer utility providers and is requesting the council considers offering, as an opt-out program, to our customers the ServLine Leak Protection Program. Not only will this program unburden our staff from the processes of administering the leak adjustment process, but it will help us recapture lost revenue and bad debt associated with customer water leaks. Customers that opt out of the program assume all liability associated with leaks and would receive no adjustment to their account for water that flows through the meter due to a leak on their side of the service.

FINANCIAL IMPACT:

There is no adverse financial impact on the city with this program. The cost of the program is borne by our customers on an opt-out basis in an amount that averages about \$4 a month.

RECOMMENDATION:

It is the recommendation of staff to approve entering into an agreement with ServLine as an opt-out program for our water/sewer utility customers.

SUGGESTED MOTIONS:

I make a motion to approve the agreement with ServLine.

ATTACHMENTS:

Staff has a phone conference with ServLine on March 15th and will post the proposed agreement and additional information after the call.



City Council Agenda Memo

DATE: March 21, 2022
TITLE: 2022-009 Parking Lot Overlay for City Hall
PRESENTED BY: Vince Hunsinger, Capital Projects Manager

AGENDA ITEM DESCRIPTION:

This item is to Inform the Council of the upcoming bid for asphalt leveling and resurfacing of parking lot around City Hall.

HISTORY/PAST ACTION:

This project is based on the unfit conditions of City Hall Parking Lot.

FINANCIAL IMPACT:

The budgeted amount for this 2022 project is \$ 45,000.

RECOMMENDATION:

The Bid Opening will be on 3/29/2022. A Recommendation will be provided to the Council for approval on April 4, 2022.

SUGGESTED MOTIONS:

ATTACHMENTS:



City Council Agenda Memo

DATE: 3/21/2022
TITLE: 2022-007 Storm Drain Repair - Mechanicsville Road
PRESENTED BY: Vince Hunsinger, Capital Projects Manager

AGENDA ITEM DESCRIPTION:

This item is to Inform the Council of the upcoming bid for pipe installation on Mechanicsville Road, in accordance with the City of Dahlonega plans dated 11/11/2021.

HISTORY/PAST ACTION:

This is a new project budgeted for this year to address stormwater issues on Mechanicsville Road near Lumpkin County Head Start. The Bid Opening was 3/15/2022.

FINANCIAL IMPACT:

The budgeted amount for this 2022 project is \$138,000.

RECOMMENDATION:

A Recommendation will be made to Council on 4/4/2022 for approval.

SUGGESTED MOTIONS:

ATTACHMENTS:



City Council Agenda Memo

DATE: March 9, 2022
TITLE: Morrison Moore Pedestrian Bridge & Sidewalk Supplemental Agreement for Preliminary Engineering (PE)
PRESENTED BY: Mark Buchanan, City Engineer

AGENDA ITEM DESCRIPTION:

Staff seeks approval for execution of the supplemental agreement attached.

HISTORY/PAST ACTION:

In October 2019, the City entered into a Project Framework Agreement (PFA) (attached) with GDOT for the PE phase of the project referenced. The original agreement allowed for a \$375,000 project split at a ratio of 80/20, GDOT at \$300k vs. City at \$75k. During design development, the design team identified bridge modifications that could lower the future construction costs by as much as \$700,000. Modifying the design comes at an additional cost of \$40,000, bringing the total expected PE phase to \$415,000, with the addition being similarly split 80/20 or \$32k vs \$8k.

FINANCIAL IMPACT:

With execution, the city's responsibility for PE will change from an estimated existing \$75,000 to \$83,000. GDOT's commitment is revised from \$300,000 to \$332,000.

RECOMMENDATION:

Approve execution of Supplemental Agreement attached.

SUGGESTED MOTIONS:

"...motion to approve execution of Supplemental Agreement 1, as attached for PI 0016629."

ATTACHMENTS:

Supplemental Agreement 1
Project Framework Agreement of 2019

SUPPLEMENTAL AGREEMENT NO. 1
To the PROJECT FRAMEWORK
AGREEMENT
By And Between
GEORGIA DEPARTMENT OF
TRANSPORTATION
And
CITY OF DAHLONEGA

Now, THEREFORE, THE PARTIES HERETO mutually agree that for and in consideration of the mutual benefits to flow from each to the other:

1. The ORIGINAL AGREEMENT, shall be modified as follows: Exhibit A shall be deleted in its entirety and replaced with Exhibit A, Project Financial Report within this document dated March 8, 2022.

2. All terms and conditions of the ORIGINAL AGREEMENT, shall remain in full force and effect, except as modified, changed, or amended by this Supplemental Agreement Number 1.

3. The WHEREAS Clauses and Exhibits hereto are a part of this Supplemental Agreement and are incorporated herein by reference.

4. The Supplemental Agreement constitutes the full, complete, and entire Supplemental Agreement between the Parties with respect hereto; no member, officer, employee, or agent of either Party has authority to make, or has made, any statement, agreement, representation, or contemporaneous agreement, oral or written, in connection herewith, amending, supplementing, modifying, adding to, deleting from, or changing the terms and conditions of this Supplemental Agreement.

Please indicate which Catalog of Domestic Federal Assistance Number (CFDA) applies to this agreement (Check only one):

- CFDA # 20.205 - Highway Planning and Construction Cluster**
- CFDA # 20.219 - Recreational Trails Program**

This Agreement, made and entered into this, _____ by and between the GEORGIA DEPARTMENT OF TRANSPORTATION, an agency of the State of Georgia, hereinafter called the "DEPARTMENT", and the CITY OF DAHLONEGA, GEORGIA, hereinafter called the "SPONSOR."

WHEREAS the DEPARTMENT and the SPONSOR heretofore entered into a Project Framework Agreement dated, October 30, 2019 hereinafter called the "ORIGINAL AGREEMENT", for the purpose of having the SPONSOR reimbursed federal funds for PI # 0016629, (SR 9/SR 60 from SR 60BU to CR 189/Wimpy Mill Road) such work hereinafter called the "PROJECT", and

IN WITNESS WHEREOF, said parties have hereunto set their hands and affixed their seals the day and year above first written.

GEORGIA DEPARTMENT OF
TRANSPORTATION

CITY OF DAHLONEGA

BY: _____
Commissioner

BY: _____
JoAnne Taylor
Mayor

ATTEST:

Signed, sealed, and delivered this _____
in the presence of:

Treasurer

Mary Csukas, Clerk
Witness

Brittany Lee, Purchasing Agent
Notary Public

This Agreement approved by City of Dahlonega,
the _____.

Attest

Allison Martin, Finance Director

58-6000555
Federal Employer Identification Number:

Exhibit A

Georgia Department of Transportation
Project Financial Report (PFR)

Processed Date: Mar-08-2022 12:36:30 PM

Project: 0016629

Description:	SR 9/SR 60 FROM SR 60BU TO CR 189/WIMPY MILL ROAD
Project Manager Name:	Basolo, Felecia
Office:	Program Delivery
Counties:	Lumpkin
Congressional Districts:	009

Engineer Estimates

Activity	Original	Current	Change	% Change	Original Cost Est Date	Current Cost Est Date
No Engineered Estimates Data Available						

Programmed Funds

Activity	Fund Code	Activity Status	Federal Funding	AC Funding	State Funding	Local Funding	Total Funding
PE	Z302	AUTHORIZED	(\$332,000.00)	\$.00	\$.00	(\$83,000.00)	(\$415,000.00)
PE Subtotal:			(\$332,000.00)	\$.00	\$.00	(\$83,000.00)	(\$415,000.00)
TOTALS:			(\$332,000.00)	\$.00	\$.00	(\$83,000.00)	(\$415,000.00)

Project Accounting

Activity	CONTIGENCY	CONTRACT				INHOUSE / OVERHEAD / GENERAL FUNDS**			
	Amount	Allotted	Unearned	Earned	Allotment Balance	Allotted	Unearned	Earned	Allotment Balance
PE	\$.00	\$300,000.00	\$183,515.06	\$116,484.94	\$.00	\$.00	\$.00	\$.00	\$.00
TOTALS:	\$.00	\$300,000.00	\$183,515.06	\$116,484.94	\$.00	\$.00	\$.00	\$.00	\$.00

Project Accounting Summary

Activity	Allotted	Unearned	Earned	Allotment Balance	%Earned	Last Activity Date
PE	\$300,000.00	\$183,515.06	\$116,484.94	\$.00	38.83%	Jan-27-2022
TOTALS:	\$300,000.00	\$183,515.06	\$116,484.94	\$.00	38.83%	

ATTACHMENT A

Original Contract Amount

Maximum Federal Participation:	\$300,000.00
Local Participation:	\$75,000.00
Original Total Agreement Amount:	\$375,000.00

Supplemental Agreement No. 1 Amount

Federal Supplemental Amount:	\$32,000.00
Local Participation/Match:	\$8,000.00
Total Supplemental Amount:	\$40,000.00

Composite Amount
(Original Contract Plus Supplemental Agreement No. 1)

Revised Total Federal Amount:	\$332,000.00
Local Participation/Match:	\$83,000.00
Revised Total Agreement Amount:	\$415,000.00

**PROJECT FRAMEWORK
AGREEMENT
BY AND BETWEEN
GEORGIA DEPARTMENT OF
TRANSPORTATION
AND
CITY OF DAHLONEGA
FOR
TRANSPORTATION FACILITY
IMPROVEMENTS**

Please indicate which Catalog of Domestic Federal Assistance Number (CFDA) applies to this agreement (Check only one):

- CFDA # 20.205 - Highway Planning and Construction Cluster**
- CFDA # 20.219 - Recreational Trails Program**

This Project Framework Agreement for Transportation Facility Improvements is made and entered into this **30** day of **October** 20**19**, by and between the GEORGIA DEPARTMENT OF TRANSPORTATION, an agency of the State of Georgia, hereinafter called the "DEPARTMENT", and the **CITY OF DAHLONEGA**, acting by and through its Mayor and City Council, hereinafter called the "LOCAL GOVERNMENT".

WHEREAS, the LOCAL GOVERNMENT has represented to the DEPARTMENT a desire to improve the transportation facility described in Exhibit "A", attached and incorporated herein by reference, identified as PI

0016629 and hereinafter referred to as the "PROJECT"; and

WHEREAS, the LOCAL GOVERNMENT has represented to the DEPARTMENT a desire to participate in certain activities, as applicable, including the funding of certain portions of the PROJECT and the DEPARTMENT has relied upon such representations; and

WHEREAS, the DEPARTMENT has expressed a willingness to participate in certain activities of the PROJECT as set forth in this Agreement; and

WHEREAS, the Constitution authorizes intergovernmental agreements whereby state and local entities may contract with one another "for joint services, for the provision of services, or for the joint or separate use of facilities or equipment; but such contracts must deal with activities, services or facilities which the contracting parties are authorized by law to undertake or provide." Ga. Constitution Article IX, §III, ¶I(a).

NOW THEREFORE, in consideration of the mutual promises made and of the benefits to flow from one to the other, the DEPARTMENT and the LOCAL GOVERNMENT hereby agree each with the other as follows:

1. The LOCAL GOVERNMENT has applied for and received "Qualification Certification" to administer federal-aid projects. The GDOT Local Administered Project (LAP) Certification Committee has reviewed, confirmed and approved the LAP certification for the LOCAL GOVERNMENT to develop federal project(s) within the scope of its certification and pursuant to and in accordance with the DEPARTMENT'S current versions of Local Administered Project Manual, the DEPARTMENT'S Plan Development Process (hereinafter referred to as "PDP"), Electronic Data Guidelines, Plan Presentation

Guide, and any other applicable DEPARTMENT guidance (except in those instances where the DEPARTMENT has by written correspondence waived the requirement to follow specific guidance).

2. The DEPARTMENT shall participate in the PROJECT by funding all or certain portions of the PROJECT costs for the preconstruction engineering (design) activities, herein referred to as "PE", as specified in Exhibit "A". The LOCAL GOVERNMENT shall contribute to the PROJECT by funding those project costs as set out in Exhibit "A".

3. The funding portion as identified in Exhibit "A" of this Agreement only applies to the PE. Further, the LOCAL GOVERNMENT shall be responsible for repayment of any expended federal funds if the PROJECT does not proceed forward to completion due to a lack of available funding in future PROJECT phases, changes in local priorities, or cancellation of the PROJECT by the LOCAL GOVERNMENT without concurrence by the Federal Highway Administration (FHWA).

4. RESERVED.

5. The LOCAL GOVERNMENT shall accomplish the PE activities for the PROJECT. The PE activities shall be accomplished in accordance and pursuant to with the LAP certification as outlined above in Paragraph 1, the PDP, the applicable guidelines of the American Association of State Highway and Transportation

Officials, hereinafter referred to as "AASHTO", the DEPARTMENT's Standard Specifications Construction of Transportation Systems, and all applicable design guidelines and policies of the DEPARTMENT, in order to, among other goals, produce a cost effective PROJECT. Failure to follow the PDP and all applicable guidelines and policies will jeopardize the use of federal funds in some or all categories outlined in this Agreement, and it shall be the responsibility of the LOCAL GOVERNMENT to make up the loss of that funding.

6. The primary consultant firm or subconsultants hired by the LOCAL GOVERNMENT to provide services on the PROJECT shall be prequalified with the DEPARTMENT in the appropriate area-classes. The DEPARTMENT shall, on request, furnish the LOCAL GOVERNMENT with a list of prequalified consultant firms in the appropriate area-classes. If there is federal aid highway program funding participation, the LOCAL GOVERNMENT shall comply with all applicable state and federal regulations for the procurement of engineering and design related services including but not limited to 23 C.F.R. Part 172, or the Brooks Architect-Engineers Act of 1972, for any consultant hired to perform work on the PROJECT. If there are no federal aid highway program funding in the engineering and design related services contract, the contracting agency may procure the services in accordance with its own established policies and procedures which reflect applicable State and local laws. However, in such an event, the costs of consultant service contracts that utilize only State or local funding which were not procured, negotiated, or administered in accordance with applicable Federal laws and regulations would not be eligible to apply toward the non-Federal share of costs for subsequent phases (e.g., construction) of a project funded by the federal aid highway program.

7. The DEPARTMENT will be responsible for all railroad coordination on DEPARTMENT Let and/or State Route (On-System) projects; the LOCAL GOVERNMENT shall address concerns, comments, and requirements to the satisfaction of the Railroad and the DEPARTMENT. If the LOCAL GOVERNMENT is shown to let the construction in Exhibit "A" on off-system routes, the LOCAL GOVERNMENT shall be responsible for all railroad coordination and addressing concerns, comments, and requirements to the satisfaction of the Railroad and the DEPARTMENT for PROJECT.

8. The DEPARTMENT reserves the right to review and reserves approval authority for all aspects of the PROJECT provided, however, this review and approval does not relieve the LOCAL GOVERNMENT of its responsibilities under the terms of this Agreement.

9. RESERVED.

10. The LOCAL GOVERNMENT agrees that all reports, plans, drawings, studies, specifications, estimates, maps, computations, computer files and printouts, and any other data prepared under the terms of this Agreement shall become the property of the DEPARTMENT if the PROJECT is being let by the DEPARTMENT. This data shall be organized, indexed, bound, and delivered to the DEPARTMENT no later than the advertisement of the PROJECT for letting. The DEPARTMENT shall have the right to use this material without restriction or

limitation and without compensation to the LOCAL GOVERNMENT.

11. The LOCAL GOVERNMENT shall be responsible for the professional quality, technical accuracy, and the coordination of all reports, designs, drawings, specifications, and other services furnished by or on behalf of the LOCAL GOVERNMENT pursuant to this Agreement. The LOCAL GOVERNMENT shall correct or revise, or cause to be corrected or revised, any errors or deficiencies in the reports, designs, drawings, specifications, and other services furnished for this PROJECT. Failure by the LOCAL GOVERNMENT to address the errors, omissions or deficiencies within 30 days of notification shall cause the LOCAL GOVERNMENT to assume all responsibility for construction delays and supplemental agreements caused by the errors and deficiencies. All revisions shall be coordinated with the DEPARTMENT prior to issuance. The LOCAL GOVERNMENT shall also be responsible for any claim, damage, loss or expense, to the extent allowed by law that is attributable to errors, omissions, or negligent acts related to the designs, drawings, specifications, and other services furnished by or on behalf of the LOCAL GOVERNMENT pursuant to this Agreement.

12. The Parties acknowledge that the following Exhibits and Attachments to this Agreement are hereby incorporated into and made a part of this Agreement as though expressly written herein:

EXHIBIT A – PROJECT FINANCIAL REPORT
Insert

APPENDIX A – Georgia Security and Immigration Compliance Act Affidavit

APPENDIX B – Federal Award Identification Worksheet

APPENDIX C – Certification of Local Government Drug Free Workplace

APPENDIX D – Certification of Compliances

APPENDIX E – Title VI Certification and Acknowledgement Form

APPENDIX F – Request for Qualifications (RFQ) and prequalified consultant award selection package, if applicable

13. COMPLIANCE WITH APPLICABLE LAWS

a. The undersigned, on behalf of the LOCAL GOVERNMENT, certifies that the provisions of Section 45-10-20 through 45-10-28 of the Official Code of Georgia Annotated relating to Conflict of Interest and State employees and officials trading with the State have been complied with in full.

b. 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, as stated in Appendix A of this Agreement.

c. The LOCAL GOVERNMENT has read and understands the regulations for STATE AUDIT REQUIREMENT as stated in Appendix D of this Agreement and will comply in full with said provisions of O.C.G.A. § 36-81-7.

d. By execution of this Agreement, I, on behalf of the LOCAL GOVERNMENT, certify under penalty of law that the LOCAL GOVERNMENT is in compliance with the service delivery strategy law (O.C.G.A. Sec. 36-701 et seq.) and is not

debarred from receiving financial assistance from the State of Georgia.

e. The LOCAL GOVERNMENT hereby agrees that it shall comply, and shall require its subcontractors to comply, with all applicable requirements of the American with Disabilities Act of 1990 (ADA), 42 U.S.C. 12101, et seq. and 49 U.S.C. 322; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 791; and regulations and amendments thereto.

f. Pursuant to O.C.G.A. § 13-10-91, the LOCAL GOVERNMENT and all contractors and subcontractors performing work under this Agreement are, and shall be at all times, in compliance with the Federal Work Authorization Program. Prime contractors and subcontractors may participate in any of the electronic verification work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United State Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (“IRCA”), Appendix A.

g. The LOCAL GOVERNMENT hereby agrees that neither it nor its subcontractors shall discriminate on the basis of age, race, color, sex, national origin, religion or disability and that it and its subcontractors shall comply, at a minimum, with the following Georgia laws: the Georgia Age Discrimination Act (O.C.G.A. § 34-1-2 et seq.); the Georgia Equal Employment for Persons with Disabilities Code (O.C.G.A. 34-6A-1 et seq.); and the Sex Discrimination in Employment (O.C.G.A. 34-5-1 et seq.). The LOCAL GOVERNMENT further agrees that it and its subcontractors will comply with any and all state and federal laws not

specifically stated herein addressing discrimination to the extent that such is applicable.

h. LOCAL GOVERNMENT acknowledges and agrees that failure to complete appropriate certifications or the submission of a false certification shall result in the termination of this Agreement.

either party has authority to make, or has made, any statement, agreement, representation or contemporaneous agreement, oral or written, in connection herewith, amending, supplementing, modifying, adding to, deleting from, or changing the terms and conditions of this Agreement. No modification of or amendment to this Agreement will be binding on either Party hereto unless such modification or amendment will be properly authorized, in writing, properly signed by both Parties and incorporated in and by reference made a part hereof.

14. This Agreement is made and entered into in FULTON COUNTY, GEORGIA, and shall be governed and construed under the laws of the State of Georgia.

{SIGNATURES ON NEXT PAGE}

15. The covenants herein contained shall, except as otherwise provided, accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

16. If any provision of this amendment is determined to be invalid or unenforceable, the remaining provisions shall remain in force and unaffected to the fullest extent permitted by law and regulation.

17. Nothing contained herein shall be construed as conferring upon or giving to any person, other than the parties hereto, any rights or benefits under or by reason of this Agreement.

18. This Agreement supersedes all prior negotiations, discussion, statements and agreements between the parties and constitutes the full, complete and entire agreement between the Parties with respect hereto; no member, officer, employee or agent of

IN WITNESS WHEREOF, the DEPARTMENT and the LOCAL GOVERNMENT have caused these presents to be executed under seal by their duly authorized representatives.

GEORGIA DEPARTMENT OF TRANSPORTATION

BY: Russell R. McMurry Commissioner

ATTEST: Treasurer

BY: Sam Norton Name Sam Norton Title mayor

Signed, sealed and delivered this 18 day of October, 2019, in the presence of:

Witness Mary Csukas

Notary Public Shana Higman

This Agreement approved by Local Government, the 22nd day of October, 2019.

Attest Melody Marlowe Name and Title Melody Marlowe Finance Director

FEIN: 58-6000555

EXHIBIT A

[Add PFR as Exhibit A]

EXHIBIT B

Local Let Approval Form (LLAF)

Office of Program Control

P.I. #:	OMITTED	
Project Description		
Request Prepared by:	Requestor Office:	
Local Government:		
Is the Local Government LAP Certified?		

Reason the Local Government desires a Local Letting: (Describe the factors that make a Local Letting desirable by the Locals and/or GDOT. Explain why a Local Letting is an efficient use of resources.)

Change Justification (as submitted by Local Government), including Risk Assessment (Experience with Local Lettings and Federal Requirements), Benefits, Implementation Requirements (Materials Testing resources to be used; Construction Inspection resources), Contracting ability: (PM should coordinate with District Construction.)

Attachments: *Preconstruction Status Report, Project Financial Report, Detailed Cost Estimate, Map, Other supporting documentation to include letters from Project Sponsor, Future LG projects in the Program.*

Local Letting Form Approval:

_____	_____
Local Government	Date
Project _____	<div style="border: 1px solid black; padding: 10px; text-align: center; color: red; font-size: 2em; font-weight: bold;">OMITTED</div>
Office H _____	
_____	_____
District Engineer (for all projects)	Date
_____	_____
State Materials Engineer	Date
Approved: _____	_____
Director of Construction	Date

→ Upon approval or rejection send the original to the Project Manager (Program Delivery or District Preconstruction Engineer)

→ PM should send Executed Copies to:

- Office of Planning
- Office of Program Control
- Office of Financial Management (to change the TPRO designation)

NOTES:

→ The Local Letting designation cannot be changed after PFPR to a Local Let unless approved by the Chief Engineer.



**APPENDIX A
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

Contractor's Name:	City of Dahlonega
Solicitation/Contract No./ Call No. or Project Description:	0016629, Lumpkin, SR 9/SR 60 from SR 60BU to CR 189/Wimpy Mill Road

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the Georgia Department of Transportation has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

103346

2/27/2008

Federal Work Authorization User Identification Number
(EEV / E-Verify User Identification Number)

Date of Authorization

City of Dahlonega

Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct

Sam Norton

mayor

Printed Name (of Authorized Officer or Agent of Contractor)

Title (of Authorized Officer or Agent of Contractor)

DocuSigned by:

Sam Norton

BE47DE40ED0A495

10/18/2019

Signature (of Authorized Officer or Agent)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

22 DAY OF **October**, 20**19**

DocuSigned by:

Shana Higman

0CE0AFAA4AF5490...

Notary Public

[NOTARY SEAL]

My Commission Expires: **01/22/2023**

APPENDIX B
Federal Award Identification Worksheet

Subrecipient's name (must match registered name in DUNS)	DAHLONEGA, CITY OF
Subrecipient's DUNS number (see § 200.32 Data Universal Numbering System (DUNS))	026774737
Federal Award Identification Number (FAIN)	693JJ21930000Z302GA0016629
Federal award date (see § 200.39 Federal Award Date)	3/21/2019
Amount of Federal Funds Obligated by this action	\$300,000.00
Total Amount of Federal Funds Obligated to the subrecipient	\$300,000.00
Total Amount of the Federal Award	Refer to EXHIBIT "A" above
Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)	Scope of work in contract document; refer to page 1
Name of Federal awarding agency, pass-through entity, and contact information for awarding official	FHWA, GDOT, Mark Lawing
CFDA Number and Name (the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement)	Refer to page 1 of contract document
Identification of whether award is R&D	No
Indirect cost rate for the Federal award (including if the de minimis rate is charged per § 200.414 Indirect (F&A) costs)	N/A

This project must comply with all aspects of 2 CFR Part 200.

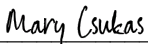
**APPENDIX C
CERTIFICATION OF LOCAL GOVERNMENT
DRUG-FREE WORKPLACE**

I hereby certify that I am a principal and duly authorized representative of City of Dahlonega whose address is 465 Riley Rd Dahlonega, GA 30533-0810 and it is also certified 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 LOCAL GOVERNMENT's employees during the performance of the contract; and
3. Each subcontractor hired by the LOCAL GOVERNMENT shall be required to ensure that the subcontractor's employees are provided a drug-free workplace. The LOCAL GOVERNMENT shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with _____, _____ certifies to the LOCAL GOVERNMENT 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.

10/18/2019

Date

DocuSigned by:

 E3CB94DB9C2C4E4
 Signature

APPENDIX D

CERTIFICATION OF COMPLIANCES

I hereby certify that I am a principal and duly authorized representative of City of Dahlonega whose address is 465 Riley Rd Dahlonega, GA 30533-0810 and it is also certified that:

I. PROCUREMENT REQUIREMENTS

The below listed provisions of State Procurement requirements shall be complied with throughout the contract period:

- (a) Provisions of Chapters 2 and Chapters 4 of the Title 32 of the Official Code of Georgia Annotated. Specifically as to the County the provisions of O.C.G.A. § 32-4-40 *et seq.* and as to the Municipality the provisions of O.C.G.A. § 32-4-92 *et seq.*

II. STATE AUDIT REQUIREMENT

The provisions of Section 36-81-7 of the Official Code of Georgia Annotated, relating to the “Requirement of Audits” shall be complied with throughout the contract period in full, including but not limited to the following provisions:

- (a) Each unit of local government having a population in excess of 1,500 persons or expenditures of \$300,000.00 or more shall provide for and cause to be made an annual audit of the financial affairs and transactions of all funds and activities of the local government for each fiscal year of the local government.
- (b) The governing authority of each local unit of government not included above shall provide for and cause to be made the audit required not less often than once every two fiscal years.
- (c) The governing authority of each local unit of government having expenditures of less than \$300,000.00 in that government’s most recently ended fiscal year may elect to provide for and cause to be made, in lieu of the biennial audit, an annual report of agreed upon procedures for that fiscal year.
- (d) A copy of the report and any comments made by the state auditor shall be maintained as a public record for public inspection during the regular working hours at the principal office of the local government. Those units of local government not having a principal office shall provide a notification to the public as to the location of and times during which the public may inspect the report.
- (e) The audits of each local government shall be conducted in accordance with generally accepted government auditing standards.

III. SERVICE DELIVERY STRATEGY REQUIREMENT

The provisions of Section 36-70-20 *et seq.* of the Official Code of Georgia, relating to the “Coordinated And Comprehensive Planning And Service Delivery By Counties And Municipalities”, as amended, have been complied with throughout the contract period.

10/18/2019

Date

DocuSigned by:

 E3CB94DB8C2C4E4... Signature

APPENDIX E

TITLE VI INTRODUCTION

As a sub-recipient of federal funds from Georgia Department of Transportation, all municipalities are required to comply with Title VI of the Civil Rights Act of 1964 which provides that:

"No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, or be denied the benefits of, or be subjected To discrimination under any program or activity receiving federal assistance under This title or carried out under this title."

Additionally, the Civil Rights Restoration Act of 1987, expanded the definition of the terms "programs and activities" to include all programs or activities of federal recipients, subrecipients, and contractors, whether or not such programs and activities are federally assisted.

The provisions of Title VI apply to all contractors, subcontractors, consultants and suppliers. And is a condition for receiving federal funds. All sub recipients must sign Title VI assurances that they will not discriminate as stated in Title VI of the Civil Rights Act of 1964.

In the event that the sub recipient distributes federal aid funds to second tier entity, the subrecipient shall include Title VI language in all written documents and will monitor for compliance. If, these assurances are not signed, the City or County government may be subjected to the loss of federal assistance.

All sub recipients that receive federal assistance must also include Federal Highways Administrations 1273 in their contracts. The FHWA 1273 sets out guidance for ensuring non discrimination and encouraging minority participation and outreach.

Enclosed you will find Title VI acknowledgment form and the Title VI assurances. The Title VI acknowledgment form and Title VI assurances must be signed by your local government official if it has not been signed.

TITLE VI ACKNOWLEDGEMENT FORM

The City of Dahlonge assures that no person shall on the grounds or race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any City or County sponsored program or activity. The City of Dahlonge assures that every effort will be made to ensure non discrimination in all of its programs or activities, whether those programs are federally funded or not.

Assurance of compliance therefore falls under the proper authority of the City Council or the County Board of Commissioners. The Title VI Coordinator or Liaison is authorized to ensure compliance with provisions of this policy and with the Law, including the requirements of 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21.

DocuSigned by:
Mary Csukas
E3CB94DB8C2C4E4...
Official Name and Title

10/18/2019
Date

Citations:

Title VI of the Civil Rights Act of 1964; 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28CFR 50.3

Other Nondiscrimination Authorities Expanded the range and scope of Title VI coverage and applicability

- The 1970 Uniform Act (42 USC 4601)
- Section 504 of the 1973 Rehabilitation Act (29 USC 790)
- The 1973 Federal-aid Highway Act (23 USC 324)
- The 1975 Age Discrimination Act (42 USC 6101)
- Implementing Regulations (49 CFR 21 & 23 CFR 200)
- Executive Order 12898 on Environmental Justice (EJ)
- Executive Order 13166 on Limited English Proficiency (LEP)

**NOTICE TO SPONSOR
COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

During the performance of this contract, the SPONSOR, for itself, its assignees, and successors in interest (hereinafter referred to as the "SPONSOR"), agree as follows:

1. Compliance with Regulations

The SPONSOR shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination

The SPONSOR, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The SPONSOR shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the SPONSOR for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the SPONSOR of the SPONSOR's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

4. Information and Reports

The SPONSOR shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the State Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a sponsor is in the exclusive possession of another who fails or refuses to furnish this information, the Sponsor shall so certify to the State Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance

In the event of the SPONSOR's noncompliance with the nondiscrimination provisions of this contract, the State Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the SPONSOR under the contract until the SPONSOR complies;
- and/or b. Cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions

The SPONSOR shall include the provisions of paragraphs (I) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The SPONSOR shall take such action with respect to any subcontractor or procurement as the State

Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a Sponsor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Sponsor may request the State to enter into such litigation to protect the interests of the state and, in addition, the Sponsor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX F

**Request for Qualifications (RFQ) &
Prequalified Consultant Award Selection Package (if applicable)**

Project Financial Report

Georgia Department of Transportation
Project Financial Report (PFR)

Processed Date: Sep-19-2019 01:15:48 PM

Project: 0016629

Description:	SR 9/SR 60 FROM SR 60BU TO CR 189/WIMPY MILL ROAD
Project Manager Name:	Lawing, Mark
Office:	Program Delivery
Counties:	Lumpkin
Congressional Districts:	009

Engineer Estimates

Activity	Original	Current	Change	% Change	Original Cost Est Date	Current Cost Est Date
No Engineered Estimates Data Available						

Programmed Funds

Activity	Fund Code	Activity Status	Federal Funding	AC Funding	State Funding	Local Funding	Total Funding
PE	Z302	AUTHORIZED	(\$300,000.00)	\$.00	\$.00	(\$75,000.00)	(\$375,000.00)
		PE Subtotal:	(\$300,000.00)	\$.00	\$.00	(\$75,000.00)	(\$375,000.00)
		TOTALS:	(\$300,000.00)	\$.00	\$.00	(\$75,000.00)	(\$375,000.00)

Project Accounting

Activity	CONTINGENCY	Amount	CONTRACT			INHOUSE / OVERHEAD / GENERAL FUNDS**		
			Allotted	Unearned	Earned	Allotted	Unearned	Earned
PE		\$.00	\$300,000.00	\$.00	\$.00	\$.00	\$.00	\$.00
TOTALS:		\$.00	\$300,000.00	\$.00	\$.00	\$.00	\$.00	\$.00

Project Accounting Summary

Activity	Allotted	Unearned	Earned	Allotment Balance	% Earned	Last Activity Date
PE	\$300,000.00	\$.00	\$.00	\$300,000.00	0.00%	Jul01-2018
TOTALS:	\$300,000.00	\$.00	\$.00	\$300,000.00	0.00%	

The information contained in this File/Report is the property of GDOT and may not be released to any other party without the written consent of the Data Custodian. Please dispose of this information by shredding or other confidential method. *Please contact the Office of Financial Management for incorrect data. **Non-capital contracts and contracts funded using Overhead Funds are allotted in the INHOUSE/OVERHEAD/GENERAL FUNDS section.

IN WITNESS WHEREOF, the DEPARTMENT and the LOCAL GOVERNMENT have caused these presents to be executed under seal by their duly authorized representatives.

GEORGIA DEPARTMENT OF TRANSPORTATION

BY: _____ Commissioner

ATTEST: _____ Treasurer

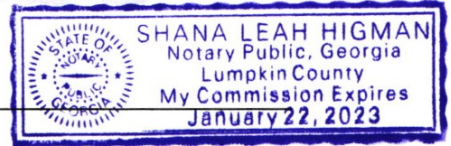
DocuSigned by: Sam Norton
BY: _____
Name Sam Norton
Title mayor

Signed, sealed and delivered this 18 day of October, 2019, in the presence of:



DocuSigned by: Mary Csukas
Witness

DocuSigned by: Shana Higman
Notary Public



This Agreement approved by Local Government, the 22nd day of October, 2019.

Attest
DocuSigned by: Melody Marlowe
Name and Title Melody Marlowe
Finance Director

FEIN: 58-6000555



APPENDIX A
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Table with 2 columns: Field Name and Value. Fields include Contractor's Name (City of Dahlonega), Solicitation/Contract No./ Call No., and Project Description (0016629, Lumpkin, SR 9/SR 60 from SR 60BU to CR 189/Wimpy Mill Road).

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the Georgia Department of Transportation has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

103346

2/27/2008

Federal Work Authorization User Identification Number (EEV / E-Verify User Identification Number)

Date of Authorization

City of Dahlonega

Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct

Sam Norton

mayor

Printed Name (of Authorized Officer or Agent of Contractor)

Title (of Authorized Officer or Agent of Contractor)

DocuSigned by: Sam Norton

10/18/2019

Signature (of Authorized Officer or Agent)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

22 DAY OF October, 20 19

DocuSigned by: Shana Higman, Notary Public



My Commission Expires: 01/22/2023

Certificate Of Completion

Envelope Id: 914CFD57BE22405680166FAB9C8CB18C	Status: Completed
Subject: 48400-425-IGOPD2000724/CITY OF DAHLONEGA	
Source Envelope:	
Document Pages: 21	Signatures: 11
Certificate Pages: 6	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	GDOT DocuSign Admin
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	600 W Peachtree St, NW
	Atlanta, GA 30308
	gdot_contracts@dot.ga.gov
	IP Address: 143.100.55.12

Record Tracking

Status: Original 9/19/2019 12:26:33 PM	Holder: GDOT DocuSign Admin gdot_contracts@dot.ga.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Georgia Department of Transportation	Location: DocuSign

Signer Events

Sam Norton
snorton@dahlonega.gov
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:
Sam Norton
BF47DE40ED0A495...

Signature Adoption: Pre-selected Style
Using IP Address: 192.34.175.98

Timestamp

Sent: 9/19/2019 12:58:01 PM
Viewed: 10/18/2019 2:06:33 PM
Signed: 10/18/2019 2:08:20 PM

Electronic Record and Signature Disclosure:
Accepted: 10/18/2019 2:06:33 PM
ID: 09b7712b-5f72-4a49-9900-ef0c90113af0

Mary Csukas
mcsukas@dahlonega.gov
Security Level: Email, Account Authentication (None)

DocuSigned by:
Mary Csukas
E3CB94DB8C2C4E4...

Signature Adoption: Pre-selected Style
Using IP Address: 192.34.175.98

Sent: 10/18/2019 2:08:24 PM
Viewed: 10/18/2019 3:13:01 PM
Signed: 10/18/2019 3:15:57 PM

Electronic Record and Signature Disclosure:
Accepted: 10/18/2019 3:13:01 PM
ID: 43f0d5e3-66b3-4fd4-8b35-2731ff6c46d9

Shana Higman
shigman@dahlonega.gov
Security Level: Email, Account Authentication (None)

DocuSigned by:
Shana Higman
43F5A33C53074EA...

Signature Adoption: Pre-selected Style
Using IP Address: 192.34.175.98

Sent: 10/18/2019 3:16:00 PM
Viewed: 10/22/2019 8:51:19 AM
Signed: 10/22/2019 8:56:24 AM

Electronic Record and Signature Disclosure:
Accepted: 10/22/2019 8:51:19 AM
ID: 8a79ee8a-39e9-4bb6-801b-2ffe685c241c

Melody Marlowe
mmarlowe@dahlonega.gov
Finance Director
Security Level: Email, Account Authentication (None)


DocuSigned by:
Melody Marlowe
FCC7192710ED475...


Signature Adoption: Pre-selected Style
Using IP Address: 192.34.175.98


Sent: 10/22/2019 8:56:27 AM
Viewed: 10/22/2019 9:17:09 AM
Signed: 10/22/2019 9:18:59 AM

Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
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Accepted: 10/22/2019 9:17:09 AM ID: b761d0dd-abf5-46fc-b69b-ef64f9d03d46 Shana Higman tbruce@dahlonega.gov Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 192.34.175.98	Sent: 10/22/2019 9:19:02 AM Viewed: 10/22/2019 9:32:56 AM Signed: 10/22/2019 9:38:51 AM
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Electronic Record and Signature Disclosure: Accepted: 10/22/2019 9:32:56 AM ID: 4caec862-3f6a-4ae1-8456-219f41dd1fea Russell R McMurry rmcumurry@dot.ga.gov Security Level: .Email 10/29/2019 8:05:51 PM	 Signature Adoption: Pre-selected Style Using IP Address: 174.218.8.210 Signed using mobile	Sent: 10/22/2019 9:38:55 AM Resent: 10/29/2019 12:59:52 PM Viewed: 10/29/2019 8:05:58 PM Signed: 10/29/2019 8:06:47 PM
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Electronic Record and Signature Disclosure: Accepted: 2/26/2016 9:35:33 AM ID: cd5459ce-99ae-409c-b25c-b6922ca5a283 Angela O. Whitworth awhitworth@dot.ga.gov Security Level: .Email ID: 0ba6469e-f9a8-4e75-8935-04cf5f7b68f4 10/30/2019 10:03:45 AM	 Signature Adoption: Uploaded Signature Image Using IP Address: 143.100.53.12	Sent: 10/29/2019 8:06:51 PM Resent: 10/30/2019 10:03:31 AM Viewed: 10/30/2019 10:04:32 AM Signed: 10/30/2019 10:05:06 AM
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Electronic Record and Signature Disclosure: Accepted: 2/26/2016 10:03:38 AM ID: 2a61aae5-fe62-454e-9e47-e070cdbd9d0a		
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In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	10/30/2019 10:03:31 AM
Certified Delivered	Security Checked	10/30/2019 10:04:32 AM
Signing Complete	Security Checked	10/30/2019 10:05:06 AM
Completed	Security Checked	10/30/2019 10:05:06 AM

Payment Events	Status	Timestamps
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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

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To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at gdot_contracts@dot.ga.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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- ii. send us an e-mail to gdot_contracts@dot.ga.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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City Council Agenda Memo

DATE: March 11, 2022
TITLE: Park Street Water & Sewer Design Firm Selection
PRESENTED BY: Mark Buchanan, City Engineer

AGENDA ITEM DESCRIPTION:

This item is intended to notify City Council of staff's selection of a design firm for the Park Street Water and Sewer project. An RFP was released and staff has reviewed responses from two firms.

HISTORY/PAST ACTION:

Council previously authorized \$60,000 for engineering and permitting of the project.

FINANCIAL IMPACT:

Staff anticipates entering into a contract with the selected firm and seeks Council's approval to do so. At time of this writing, the details were not yet determined.

RECOMMENDATION:

At the time of this writing, staff does not have a recommended vendor or contract. Both will be provided prior to the following Council meeting.

SUGGESTED MOTIONS:

None at this time.

ATTACHMENTS:

N/A.
